Director's
Reports

1/2000-2007

Director's Report
January 2000

Annual Report--Rensselaer Agency Librarian and Children's Librarian: Patty Stringfellow, Agency Librarian, and Jackie Saxon, Children's Librarian, will attend the board meeting to bring you up to date on what has been accomplished in the past year and what is in the offing for 2000.

Financial Reports: Gail will explain how to read the financial reports you receive each month.

Rensselaer/DeMotte HVAC concerns: We do not have a proposal yet from Jerry Elkins, consulting engineer from SIECO,Inc. Tentatively, he is talking about replacing our A/C condensing units with chillers, doing something about inadequate insulation at DeMotte, and increasing coil capacity in VAV boxes. He warns that he sees no inexpensive way to remedy the situation.

His proposal will outline how they would proceed with investigating the system in order to determine what needs to be done. Their investigations would first investigate the cooling problems so cooling equipment could be ordered. In the summer they would do the heating portion of the study.

We need to discuss possible financing methods for repairs. These include:

- **Using LIRF funds ($78,696 + $20,000 earmarked for LIRF in this year's operating budget)**
- **Using our operating balance (about $280,000) and borrowing money (tax anticipation warrants) to operate the library until tax revenues come in May/June and November/December.**
- **Using our $45,000 building repair budget (last year's budget was $35,000 but actual expenses were $53,000, with $30,000 of that going to Precision Controls)**
- **Asking the County Council to alter our Capital Projects Fund for next year so that some of the money could be used for building repairs. Perhaps delaying implementation of our migration to a new automated library system for a year.**
- **Implementing a Guaranteed Energy Savings Contract**

ILF Conference: I hope you all received the mailing on the conference. I will be attending the Preconference on Monday, March 13. I will attend the session on "Training Employees in the 21st Century/Human Resources Law Changes". I also must attend the INCOLSA board meeting at 3:30 PM. In the afternoon, the Exhibits will be open for all to view. If anyone wishes to go down that day

with me, you are welcome. Board members might also be interested in the "Joy in Collaboration: Creating Compelling and Successful Collaborations" program which runs from 9-12 on Monday.
But the programs probably of most value to you occur on Wednesday. Dan Cain will be presenting programs for trustees all day. He is well worth hearing, if you have not already heard him. If you want me to attend with you, I will be glad to do that.

We need to know by Monday evening if you wish to attend.

System Migration: We have now visited libraries with six different automated systems.

FYI: A library automated system includes the following:

- **OPAC (online patron access catalog) --the computerized catalog of the library's holdings which the patron uses**
- **Circulation (for check in, check out, fines, patron registration, reserves, etc.)**
- **Cataloging (the module used to put books into the computer so that they can be found when using the other modules)**

It can also include modules to process and track periodicals, and to order materials.

We have a Migration Committee meeting Tuesday evening, February 8. I will report the findings at the board meeting.

Videoconferencing Equipment: On R 15-17, you will note that the State Library has selected our library to be one of 16 sites around the state to receive the switch and video receive/broadcast unit to allow us to become a part of a two-way interactive library video network over the Internet.

There are advantages. For some workshops (Budget Workshop, Bookkeeping Workshop, etc.) we would not need to travel to Merrillville or Lafayette to participate, thus saving money on mileage and lunches (perhaps as much as $450 per year). However, at some workshops we might be set up to hear only and not ask questions if they feel too many two-way sites might cause confusion.

If the board wanted to hear about additional appropriations or capital projects funds, we could download a short video from a video server in Indianapolis and play it during our meeting. The State Library has hired a person specifically for the purpose of creating these continuing education videos.

If the Probation Department needed to participate in a workshop being held in Indianapolis, they could come to the library and participate (if the conference were made available over this network).

I have discussed this with management staff. We see two problems. Foremost is the requirement that **we** provide at least two programs per year which can be broadcast to other libraries or stored on the video server in Indianapolis.

People spend many hours and take courses to learn to produce good videos. We do not have that expertise. It has been suggested that we ask a high school class to make a video for us as a class project. This would still be time-consuming for us and that is just one of the two videos we would have to produce per year. We cannot think, at this time, of good ideas for programs to share with other libraries.

If the board wants us to accept this equipment, however, we would form a committee to provide programming ideas and try to find someone to produce the videos free of charge.

The second concern is the $2000 estimated annual maintenance. At a time when I feel we are trying to squeeze blood from a turnip, that additional expense feels somewhat overwhelming.

The staff would rather not accept the State Library offer at this time, but I feel this should be a board decision. You should make this decision knowing that it is possible that we might not be offered this opportunity again. It might, however, be something that we could purchase with grant funds.

State Technology Grant-Innovative Technology: We applied for a grant to combine forces with other agencies in the county to provide computer training to those who need it and to advertise its availability. Our project was not selected to be funded. We will work later this spring to see what we can accomplish without the grant.

Rensselaer: Patty spoke to the Rensselaer Lion's Club this month. She reports that they asked a lot of questions and seemed to be interested and impressed with what the library does for the community.

The second attempt at a Friends of the Library meeting was a dismal failure. Three interested staff appeared, but no patrons. We have a list of 11 persons who have expressed an interest in being involved. Patty plans to seek candidates for office and try to hold a meeting again in February to elect officers.

Jackie had a long conversation with the Monnett Elementary School principal. The result will be a fall tour of the library by the children, a library card sign-up, class visits and other activities to introduce these young children to the public library. We are very encouraged by this new interest in the library.

DeMotte: We have had roof leaks again, apparently caused by ice damming. They were far less serious than last year. We will have caulking around the valleys done soon. We have asked for an estimate from Kaper's Home Improvement to install ice shield, although we probably cannot afford these repairs this year. We also noted that the building specifications called for this product to be installed.

We purchased a roof rake with a telescoping handle to pull the snow off the building. Unfortunately, it was not well made and fell apart after being used twice. So far, we have not located another source for this handy tool.

Wheatfield: Staff have provided two eye-catching book exhibits for their display cases. Patrons were interested enough to check out a number of the books displayed--which, of course, is the purpose of the exhibits.

The Country Cut Ups Quilt Club, which meets regularly at the library, has offered to teach two series of quilting classes if interest exists. The library has received a number of calls from interested patrons.

Director's Activities: On Friday, Feb. 18, I have an interview with a young man who will finish his MLS degree in May and is interested in the DeMotte librarian job.

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
February 2000

LSTA FY 2000 Technology Grant: We received approval of our $5000 grant application for network upgrades for 2000-2001. The Board must accept the LSTA Grant Contract for FY 2000 by formal vote. This contract grants us $5,000 for technology equipment, software and contractual services and spells out terms of the grant. You approved the grant application last November. The grant is effective April 1,2000 - June 30, 2001.

Board Bylaws Changes: The bylaws changes recommended by the Policy Committee were introduced to the board at the last meeting and may be voted on at this board meeting. The first change states that all regular monthly board meetings will be held on the second Monday of the month. The second change removes the word "clerical" from Article VI, Section 4, referring to minute-taking done by library "clerical" staff. The word is not necessary and neither Gail nor I is clerical.

Long Range Planning: Staff has worked diligently this month in numerous committee meetings to develop action plans that will help us reach our long range goals. I should have the completed document for you to examine at the April board meeting. Action plans for two of the goals require input from the board. I have included a separate memo for your consideration (R 23-26).

Staff Development Day: We have arranged for our libraries to close on Monday, May 8, for a workshop on Effective Communication at Work. The workshop will be held at the DeMotte Library. All staff except janitors, pages and clerks will be required to attend. Brent Bowen, who presented our Customer Service workshop on Staff Development Day last year, will present this workshop. I hope it is all right that I scheduled this without first getting your permission. You have supported closing for Staff Development Days for the past two years.

Continuing Education: Staff from all three libraries attended a Readers' Advisory Counterparts meeting. Jackie hosted a Children's Counterparts meeting which was arranged specifically for staff from the small libraries in our area. I hosted the Directors' counterparts meeting at the Wheatfield Library and the INCOLSA Northwest Regional semi-annual meeting at Rensselaer.

Rensselaer/DeMotte HVAC concerns: We do not have a proposal yet from Jerry Elkins, SIECO consulting engineer. We should receive his recommendation for the Rensselaer air conditioner within the next day or two. In the meantime, I am sad to say, we are totally without air conditioning at Rensselaer. The second stage compressor that provided *some* cooling has lost its freon. We will discard this unit as soon as the new unit (whatever it may be) arrives. We are hoping we can hold out without fixing the leak and replacing

the 200 lbs.of freon which will cost about $1700. We may not be able to avoid this expense, especially if we have an early spring.

We need to discuss possible financing methods for repairs. These include:

- **Using LIRF funds ($78,696 + $20,000 earmarked for LIRF in this year's operating budget)**
- **Using our operating balance (about $280,000) and borrowing money (tax anticipation warrants) to operate the library until tax revenues come in May/June and November/December.**
- **Using our $45,000 building repair budget (last year's budget was $35,000 but actual expenses were $53,000, with $30,000 of that going to Precision Controls)**
- **Implementing a Guaranteed Energy Savings Contract**
- **Applying for an interest-free loan of up to $100,000 through the Public Facility Energy Efficiency Program (PFEEP).**

My own inclination is to use LIRF funds up to $78,000 and, if necessary, use our operating balance to fund this work. Depending on SIECO's recommendation, I would like to see if we could spread out the work over 2 or 3 years, using some of our building repair budget to pay for the work.

Implementing a Guaranteed Energy Savings Contract seems very complicated. It also locks us into a set payment for a 10-year period and into dealing with a particular company for building maintenance for a 10-year period. We would be paying more this way than if we paid for the project upfront, because interest would be included. Furthermore, I am not sure that the cost of the repairs could be recovered by reduced utility costs (probably none) and building maintenance and repair costs. Our efforts to set up a Guaranteed Energy Savings Contract might be pointless, in that case.

The PFEEP is a brand new program. It involves a competitive application process. Applications are evaluated on four equally weighted criteria: Energy savings supported by utility bills before and after project completion, Pollution Prevention, Practicality and Technical Feasibility, Need for Assistance, including the availability of financing from other sources. A decision by the state's Recycling and Energy Development Board to fund the project is followed by negotiation of a formal contract establishing terms of the loan. If we cannot show that utility bills will be reduced by the repairs, I *think* we would be ineligible for the loan.

Technical Services: The department added 676 volumes to the library's collections this month. In addition, the last of the inventorying tasks was completed. It took 10 months to inventory the entire collection. This process includes checking to make sure items missing from one library were not on the shelves at another library, and generating replacement lists for each library.

With the replacement lists, staff can see which books are missing and decide whether to replace some of these.

System Migration: Site visits have been completed. In April and May, vendors who survived our first "cut", will demonstrate their products at our libraries. Two of the four vendors are scheduled. One for April 25 at DeMotte and one for May 9 at Rensselaer. If any board members wish to stop in during those days to watch a bit of the presentation, just to see what we are talking about, you are welcome!

System Administration: Sheila has now set up the CD-ROM/online workstations at DeMotte and Wheatfield, much to the delight of staff. She has installed new databases and updated software. Staff say that the machines are much, much faster than the previous ones. Hopefully staff and patrons will now make more use of them.

We are working with Think Tank to get our firewall installed. This was a project that was beyond the abilities of Xcel, the technical support provider we are working with as part of the NICCL Consortium. (Northern Indiana Computer Consortium of Libraries)

Library Home Pages: Don't forget to keep checking our Internet home page:
www.jasperco.lib.in.us
New material is added frequently. Last week, library policies of significance to patrons were added to the home pages. I am very pleased with our home pages. They are attractive, informative and, I think, easy to use. Our Home Page Committee has worked hard and effectively to create this product.

Rensselaer: The Rensselaer Friends of the Library is up and running with officers and 12 paid members! Kudos are due to Patty Stringfellow for her perseverance in organizing this group. The group plans to help with the annual Friends book sale on April 15. They will sponsor an April Patron of the Week giveaway. The person whose name is drawn will receive a gift certificate to a local restaurant. They plan to publish a quarterly newsletter which will be inserted in the library's newsletter, Community Connection. They will use a digital camera to put pictures of the Friends in action on our home pages. They talked of other ways to make the group more visible and promote membership.

Officers are Melody Boise, president; Rosie Virok, vice-president; Jen Evers, secretary; Becky Shide, treasurer. The group now has control of the Friends of the Library bank account of around $1,000.

The adult Winter Reading Program was a big hit throughout February. Twenty-five patrons participated in the program this year. Prizes donated by local merchants were given out in a March 4 drawing.

Rensselaer conducted LCD Projector training classes for staff, so that we feel comfortable with this new equipment. Now some of us will have to learn how to use it to present programs!

DeMotte: Kapers Building Services is examining the ice and snow problems on the roof. They will also caulk in the valleys. Leaking there caused some minor problems this winter.

A problem of more concern to us is a leaking pipe in a restroom. A portion of the threaded part of the plastic pipe looked completely eaten away. Charlotte is investigating further to see if our water is the problem or if the pipe was defective to begin with.

DeMotte offered an Internet class in February and another one last Saturday. The book discussion group, led by Renee and Cookie, has been quite successful.

Wheatfield: Christian Haven residents have been brought to the library for years. Currently, teachers are helping their classes find materials, so that visits are more structured and fewer problems arise.

Diane continues to read to a number of daycare and elementary school classes (8 this month).

The Friends have agreed to give $75 for the Young Adult summer reading program. They will also provide refreshments one day during National Library Week in April. At the same time, they will promote Friends membership by distributing flyers.

The Prairie Arts Council hopes to feature local art on a continuous basis at the library, utilizing the newly-installed picture molding.

Director's Activities: I am impressed with a young man whom I interviewed for the DeMotte librarian position. He will complete his M.L.S. degree in May. His references from his supervisors at previous places of employment were excellent. He and his wife would like to live in this area if she can find a job in her particular field of computer programming. We are trying to give assistance in her job hunt. I have an interview with another applicant this Friday.

I plan to take vacation days this Thursday and next Friday.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet. No question is foolish!

Lynn

Director's Report
March 2000

Long Range Planning: Staff committees have completed work on long range plan activities. It will be May, however, before we put all these plans in a final form, with a schedule for completion of each activity.

Marketing Activities: During National Library Week, April 9-15, each library will have special celebrations including food, and a Name the Mascot contest. The Friends of the Library are involved in each library's festivities. Several persons in the community have mentioned the upcoming activities at the libraries to me.

Continuing Education: Diana Kooy and Kathryn Weed would like approval to attend a one day meeting of the Indiana Online Users' Group to learn about Information Literacy--how to teach Internet and online searching techniques and how to plan a successful training program. We need board approval for this.

Renee obtained a number of good ideas for her newsletters and other library publicity for which she is responsible at a workshop she attended recently. Several staff attended ILF (Indiana Library Federation) conference this month and were pleased with the programs attended.

Sheila and Jen attended the Computers in Libraries Conference in Washington, D.C. Diana Kooy, Jill Tachtiris, Patty Stringfellow and I attended the Public Library Association (PLA) Conference in Charlotte, N.C. We came back with so much information and so many ideas we want to share and implement! We plan to offer some in-house sessions so that those of us who attended conferences this month can share information and discuss ideas with others on the staff. Patty's comment about PLA follows: "PLA was wonderful, marvelous, spectacular!!! Thanks for the opportunity to be informed, revitalized, and refreshed!..."

Jen Evers planned a workshop for her staff, sharing what each had learned at conferences attended, discussing problems, going over cataloging issues, and examining a new Technical Services Procedure Manual which Jen is creating.

Homepage Committee Report: This committee, consisting of staff from each library, met to develop new plans for improving the library's web pages. You will soon see a young adult page, with links to various colleges and college-related activities for high school students, as well as other sites of interest to teens.

Our web pages list a number of recommended sites for patrons. The committee is developing a formal evaluation process to determine which sites are truly worthy of recommendation. Don't forget to keep checking our Internet home page: www.jasperco.lib.in.us

Rensselaer/DeMotte HVAC concerns: Jerry Elkins is working on the specifications. Precision is getting the smaller air conditioner up and running as an interim measure. They caution that we will not be comfortable in the building when outside temperatures reach 80 degrees.

At some time, we need to discuss possible financing methods for repairs. In case you wish to do that this month, I will repeat the synopsis I put in your Directors Report last month. These include:

- **Using LIRF funds ($78,696 + $20,000 earmarked for LIRF in this year's operating budget)**
- **Using our operating balance (about $280,000) and borrowing money (tax anticipation warrants) to operate the library until tax revenues come in May/June and November/December.**
- **Using our $45,000 building repair budget (last year's budget was $35,000 but actual expenses were $53,000, with $30,000 of that going to Precision Controls)**
- **Implementing a Guaranteed Energy Savings Contract**
- **Applying for an interest-free loan of up to $100,000 through the Public Facility Energy Efficiency Program (PFEEP).**

My own inclination is to use LIRF funds up to $78,000 and, if necessary, use our operating balance to fund this work. Depending on SIECO's recommendation, I would like to see if we could spread out the work over 2 or 3 years, using some of our building repair budget to pay for the work.

Implementing a Guaranteed Energy Savings Contract seems very complicated. It also locks us into a set payment for a 10-year period and into dealing with a particular company for building maintenance for a 10-year period. We would be paying more this way than if we paid for the project upfront, because interest would be included. Furthermore, I am not *sure* that the cost of the repairs could be recovered by reduced utility costs (probably none) and building maintenance and repair costs. Our efforts to set up a Guaranteed Energy Savings Contract might be pointless, in that case. On the other hand, both Jasper County and the KV School Corporation are in the midst of negotiations for Guaranteed Energy Savings Contracts. We should be able to profit from their experience and get procedural advice from them.

The PFEEP is a brand new program. It involves a competitive application process. Applications are evaluated on four equally weighted criteria: Energy savings supported by utility bills before and after project completion, Pollution Prevention, Practicality and Technical Feasibility, Need for Assistance, including the availability of financing from other sources. A decision by the state's Recycling and Energy Development Board to fund the project is followed by negotiation of a formal contract establishing terms of the loan. If we cannot show that *utility bills* will be reduced by the repairs, I *think* we would be ineligible for the loan.

One more thing to consider: In 2001, we should receive about $76,000 more in CAGIT because of our Capital Projects Fund. In later years, this will help replace the CAGIT funds we lose after we pay off our bond. For now, we could use some of it to pay for HVAC upgrades.

System Migration: Vendor demonstrations are scheduled as follows:

Tuesday, April 18	Polaris (by Gaylord)	Wheatfield
Tuesday, April 25	TLC	DeMotte
Tuesday, May 9	Innovative Interface	Rensselaer

The 4th vendor demonstration will be scheduled for May 2,3 or 10. Vendors will do both a morning demo and an afternoon demo. Board members may drop in to take a look at any time.

System Administration: Sheila has now installed the new CD-ROM/online pcs and all necessary software at all libraries. She has resolved many problems, handled many repair requests, and spent hours dealing with USF (Universal Service Fund) finances and grant applications and reports.

Our firewall is operational. A few bugs must yet be worked out, since it is still preventing some legitimate access to our network.

Rensselaer: The Rensselaer Library, along with the Prairie Arts Council and the Helicon Society (Frank Fischer's non-profit organization to promote the wonder of poetry) are sponsoring a Poetry Competition for youth at the Carnegie Center this month. Patty talked with Frank last fall about her desire to have a cultural program focussing on poetry. The Prairie Arts Council handled the publicity and Frank did the legwork, Patty says. Ten entries were submitted for the competition.

In addition, the library will have a poetry reading for men and one for women in upcoming months.

Jack Standish made the library some very attractive poster frames to hold our U.S. Census posters. They will later be used for other library-related posters.

The Friends of the Library book sale is scheduled for April 15. During April, Friends will also be selecting "Patron of the Week". They have created their own newsletter to be inserted in the monthly Community Connection this month.

DeMotte: The DeMotte Junior Women's Club has purchased a wall-mounted American Flag for the West Meeting Room. The KV Garden Club donated $200 for gardening books. Friends of the Library purchased a CD Cabinet for the Indiana Room. It would be hard to function without our friends!

DeMotte staff are pitching in to provide adult programming in the absence of a DeMotte librarian. Renee and Cookie are continuing with their book discussion group and with their visits to Oak Grove Retirement Home. Marlene held a basic Internet class and an Indiana Room Resources workshop.

Charlotte is serving on the DeMotte Expo Day committee for the Chamber of Commerce. She is the library's representative to both the Friends and the Chamber meetings.

Wheatfield: Both Linda and Sandi helped out with staffing shortages at DeMotte this month.

The library offered a very successful program on bluebirds presented by Ken Murray and Tony Nagel. The library's two 6-week quilt classes are going well.

Diana has been updating the Internet Training booklet which all libraries use in their patron training sessions.

Director's Activities: I am again searching for a DeMotte librarian. The young man to whom I recently offered the job turned us down. I will soon send a rejection letter to a woman who applied. Tomorrow I have a phone interview with another candidate. The search is going very slowly.

This month I attended a "Leave a Legacy" breakfast, hosted the regional INCOLSA meeting, attended an ILF Preconference workshop and the INCOLSA semiannual board meeting in Indianapolis, attended a northwest Indiana Directors' meeting and the Northern Indiana Library Administrators Roundtable (in North Judson). I, as well as most other on the staff, attended various goal committee meetings. I also attended our monthly management meeting and a Rensselaer staff meeting, where we talked about how we would manage to cope during warm days this summer.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet. No question is foolish!

Lynn

Director's Report
April 2000

Long Range Planning: On Wednesday, May 3, agency librarians, technical services librarian and systems administrator will meet with me to finalize the activities designed to attain the goals and objectives of the Long Range Plan. Last month, we met to discuss what impact the ideas gleaned from the Computers in Libraries and Public Library Association conferences should have on our long range planning. At Wednesday's meeting we will determine how to incorporate some of the more important suggestions in our long range plan activities.

Marketing Activities: National Library Week activities at each library brought us additional visitors. Our tiger mascot now has a name: Dewey! Several hundred suggestions for names were received.

Workshop Approval: I sent Kathryn Weed to an April 27 conference on volunteers, sponsored by the Carrillon Foundation for Health. The cost was $45. Somehow, we did not receive advance notice of this conference and had only a day's notice. The board gave permission last year for Patty Stringfellow to attend it. She felt it was extremely worthwhile. Therefore, I felt you would not object to our sending Kathryn, who presently heads Rensselaer's volunteer program. Do you object to my having done this without your prior approval?

Continuing Education: Staff attended both Branch Counterparts and Reference Counterparts meetings. Diana, Marlene Beedle (DeMotte), and Kathryn Weed, Rensselaer attended an EBSCOHost training session to learn new features and search techniques to use with this INSPIRE database.

Marlene Beedle, DeMotte, attended an all-day genealogy workshop in Indianapolis.

I held a Basic Reference Workshop for three employees. We discussed basic techniques of the reference interview, JCPL Reference policy and procedure, and basic reference titles which all reference staff must be familiar with.

Capital Projects Fund: The County Council will meet Tuesday, May 9, the night after our board meeting. We need board members to attend that meeting to answer questions and explain how we will use the money. If you feel we should talk to individual council members ahead of time, call me immediately!

Board Vacancy: I hope you are considering persons whose names we can suggest to fill the board vacancy which will be left when Jim Staton leaves the board next month. The County Council will make the appointment. The names suggested thus far are:

(Suggested by Jim)-- John Price (Lafayette Bank & Trust), Earl Walton (Attorney), Gerrit DeVries (optometrist, active in community)

John has not used his library card in the past year. Earl and Gerrit do not have library cards. However, Earl donates 10 magazine subscriptions each to the DeMotte and Wheatfield libraries and has made monetary donations also. He is a vocal library supporter.

(Suggested by staff) -- Tim Schultz (Ace Hardware), Mary Lunde (KV school counselor), Jill Hinde (former school teacher, wife of manager of Kapers Building Materials), Dwayne Bulla (no information).

All are library users. Tim is "young" Tim, a businessman, active in the community. He and Mary Lunde have both expressed some interest in a board position. We asked Jill Hinde some time in the past; she wanted to wait until she had been in town a little longer.

Homepage: This month, Jen Evers, our Technical Services Librarian and head of the Homepage Committee, completed a text version of our homepages. This involved creating a second version of all pages we have created, with graphics removed. This will help those with older computers to easily access the information in our pages. It was a formidable job to tackle, but Jen was up to it! Don't forget to keep checking our Internet home page: www.jasperco.lib.in.us

Rensselaer HVAC project: The notice to bidders is in the newspapers. Monday, May 8, (board meeting day) while we are closed for Staff Development Day to be held at DeMotte, Jerry Elkins of SIECO, Inc. will hold a prebid meeting at 11 AM at the Rensselaer Library for all contractors planning to bid on this project.

On Wednesday, May 17, at 4 PM, we will open the sealed bids in the Rensselaer storytime room. Some of the contractors will undoubtedly be there. Kent Mahnesmith, our attorney, will attend the meeting. It would be good if a board member or two could attend.

On Wednesday, May 31, Gail, Roger and I will attend a workshop in Plymouth on "Financing Energy-Efficient Capital Improvements". At this meeting, the guaranteed energy savings contracts we have been discussing will be explained in detail. The workshop, for schools, libraries and local municipalities is sponsored by the Indiana Dept. of Commerce, Energy Policy Division. If any other board members wish to attend, please let me know.

NILBA Dinner: *Also on May 31 is the NILBA dinner at Bon Appetit in Crown Point.* I will be a part of the program as librarians try to give you a lighthearted look at what it means to be a Director, a Reference Librarian, a Children's Librarian. Let me know if you wish to attend. We will have invitations by our meeting date.

Transfer of Funds: The transfer of funds (R9) is for the purpose of putting sufficient funds in the "Consulting Services" line of our operating budget to pay SIECO for their engineering consulting fees.

System Migration: On May 9, Innovative Interface Inc. will demonstrate their system at 9 AM and 1:30 PM at Rensselaer. On Thursday, June 8, Epixtech, maker of the Horizon system, will demonstrate their product at Rensselaer at the same hours. You are invited to drop in at any time to take a look.

USF Funding: We have received our Year 3 Funding Letter from the Universal Service Fund. We will receive funding for all telecomm services (phones, network fees, pager service, email service), but not for the servers, switches, etc. we wanted to purchase.

Rensselaer: I realized, when working on statistics, that Rensselaer is the only one of our libraries which has *consistently* recorded higher circulation statistics every month so far this year (over their circuation for the same month last year). That's an accomplishment!

Staff is very pleased with the 'picket fence' shelving unit created by Jack Standish for library displays. Take a look at the back of the adult section of the library next time you are in.

Patty attended a Rensselaer/Remington Chamber of Commerce luncheon, giving a presentation on "What's New at the Rensselaer Library". She reported that many commented that they learned something and one appeared in the library that afternoon saying she had inspired him to come.

The Rensselaer Library will begin ordering Spanish language materials this summer. Kathryn Weed is responsible for building the adult Spanish collection. For a while, it will be shelved separately to draw attention. Eventually it will be intershelved with the rest of the collection, with a special sticker identifying Spanish language titles. This month a group of Spanish speaking parents used our meeting room, and took a brief tour of the library.

DeMotte: Charlotte spoke on WLQI's KV at the Crossing radio show about National Library Week and events at our libraries. She also attended a breakfast meeting held by Step Ahead for local businesses.

Classes from both DeMotte Christian School and Covenant High School came to the library to learn to use library resources to work on research papers.

In addition, Charlotte and Val, her assistant, provided story hours for 14 nursery school classes (241 children) as well as for Headstart classes. They offered a Kite Making program for 26 elementary age children and conducted 8 Toddler Time sessions. I think that's quite amazing!

Wheatfield: The Internet training booklet is updated, thanks to Diana and her committee, and ready for use in our Internet classes. An Easter painting class and a program on Senior Safety both were well-attended. The quilt classes, which ended this month, engendered requests for more advanced classes from some of the enthusiastic new quilters.

DeMotte Librarian position: I would like board comment on changing my approach to searching for a DeMotte Librarian. It has been 8 months since Leanne York left. Libraries in our area all indicate that they are receiving fewer applications for advertised positions than at previous times. I don't think it is good for Charlotte to take on the double burden for so long. I don't think it is good for the DeMotte staff to "get used" to operating without someone in charge. The other agency librarians and I feel the need for this position to be filled.

The DeMotte library is as large and active as the Rensselaer Library. It offers a full range of programs. It has the same need for a professional who can see the big picture and look creatively at ways to serve the public. But, if we cannot find a professional with an MLS, what do you think about advertising locally for someone with a 4 year college degree, good people skills, enthusiasm, a willingness to learn, and familiarity with technology? We could then plan to either encourage her/him to get the degree, as we have done with Patty, or we could send her/him to some of the excellent continuing education workshops that places such as the University of Wisconsin offer, to get the library background that is needed. If we remember that we are paying a lower salary, spending more for continuing education should not hurt.

Director's Activities:

This month I attended a Step Ahead Council breakfast for business, as Charlotte did. The Step Ahead Council was set up in each county to help coordinate all the services to families and children provided within the county. The Council identifies needs, finds new funding sources, provides networks and connections between service providers, helps families "shop" the many available services to choose the ones best for them, and makes information about services available to families.

The Council includes representatives of county government, schools, hospital, service organizations, and many others. It does not include the library! I asked why we were not a part of this since we are also in the business of providing information and services to families and children. The answer was: join us. So I will become a part of the Step Ahead Council.

They will soon form a committee to address the need for services to Spanish speaking residents. We have many more in this county than I ever imagined. When this committee is established, I will volunteer Kathryn Weed as a committee member. She is looking forward to this opportunity to meet the people who know what needs exist, so she can help us find the best role for the library in meeting the need.

This month I had a phone interview and a personal interview with persons interested in the DeMotte Librarian position. We had a Management Meeting. I attended an INCOLSA MAC (Member Advisory Council) meeting, an ISLAC (Indiana State Library Advisory Council) meeting, and the Common Construction Wage Meeting at which the labor unions tell us what wage scale must be used on our HVAC project.

I spent a considerable amount of time on the long range planning, and on plans for the HVAC project.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet. I know Joan will be absent.

Lynn

Director's Report
May 2000

Long Range Goals: I have sent you a final report of our efforts in meeting the **Long Range Goals 1995-1999**. You can see that we did not meet our goal of increasing library use by 10% per year. We did, however, manage to keep circulation increasing at a time when many libraries are seeing a decrease. Our library use statistics should increase now that we have new metering software which will tally use of CD ROM and online databases (installed this month). I feel a 10% annual increase was an unrealistic goal, but it doesn't hurt to set our sights high!

We also said we wanted to supply answers to 90% of information requests within 24 hours. I believe we have done that. When we check "Reference Fill Rates" each April, May and June, we do not distinguish between *information* requests and requests for titles read for enjoyment. We have many requests for popular novels which must be put on the reserve lists. Even so, in 1998 we filled 86% of *all* requests within 24 hours and in 1999, we filled 82% of *all* requests.

Persons looking for specific information do not generally reserve books. In 1999 15% of all items requested were reserved. If we add that to the 82% which were filled within 24 hours, it is apparent that we are well over our 90% goal for information requests.

Please read the copy of the **Long Range Goals 2000** which I distributed at the last board meeting. I will be glad to clarify and discuss parts of them with you at the June board meeting.

IVAN DVD Contract: All three libraries plan to begin purchasing DVDs for the public. Rensselaer wishes to provide a larger selection at first by augmenting the titles they purchase with *leased* DVDs from the **I**ndiana **V**isual and **A**udio **N**etwork Library Services Authority (IVAN). Rensselaer currently has an IVAN lease agreement for books on tape. DeMotte and Rensselaer have IVAN lease agreements for CD-Roms. The DVD package will cost $700 for the initial membership fee plus an annual fee of $700. For this, the library will get packages of 25 titles every two months. This equals 150 different titles per year. The Board is required to sign an agreement with IVAN to initiate this lease plan.

Workshop Approval: You unofficially approved my sending Jen to the Galaxy Users Group meeting in Columbus, Ohio. When you approve the Consent Agenda items, you will make that approval official.

Continuing Education: Staff have attended the following workshops and other continuing education opportunities this month: Staff Development Day, Automation, Reference and Reader's Advisory Counterparts groups, Ohio Valley

Group of Technical Services Librarians Conference, Information Literacy workshop.

Capital Projects Fund: You can read more about the appropriation reduction on R17-R18. The **Capital Projects Investment Fund** must be established so we can track our investments of Capital Projects Fund money, as we track each of our other funds. We are required to do this by the State Board of Accounts.

Rensselaer HVAC project: Precision Controls tells us that they will begin the installation of the chiller on June 28. Beginning that afternoon, we will have no air conditioning for approximately 2 ½ weeks. During that time, we will be open from 7 AM to 1 PM each working day and from 5 PM to 8 PM on Mondays and Tuesdays. Full time staff will work 6 hour days but be paid for 8 hours. If they work the evening shift, they will take 3 hours of vacation or comp time or work 3 hours earlier in the day at DeMotte or Wheatfield. We have notified the newspapers of these temporary hours.

July Board meeting location: It is most probable that the Rensselaer Library will have no air conditioning the night of July 10. Do you want to chance meeting there anyway or would you rather meet at one of the other libraries?

Budget Committee meeting: This committee (Mark, Anne-Marie and Sue) needs to work on a budget with me, possible during the week of June 26. Please check your calendars and see what is convenient.

Wheatfield Library Needs Assessment: Developing a needs assessment involves analysis of community demographics and needs for library services and materials, projections of growth for the library collections and staff and plans for the development of additional library services. We had originally planned to do this in December. When it appeared that we might be negotiating for land in December, the board moved the needs assessment back to September. Now, the board has determined that developing a plan for land acquisition will not take place until December 2001, with a feasibility study commissioned in June 2001. Would you approve of moving the needs assessment back to December 2000? This would give Diana and I more time to work on this.

Library Financial Planning Initiatives: As we look toward the future, after the DeMotte/Rensselaer bond is retired, we know we will face funding challenges. I suggest that a board/staff committee work together to look at the situation and develop plans for meeting these challenges. If you agree with this idea, the board might want to talk about a timetable for accomplishing this and determine how you want to proceed.

System Administration: Sheila spent the month as she usually does--updating cd-roms and software, troubleshooting, dealing with USF and grant matters, writing (or rewriting) procedures. Jen Evers, Technical Services librarian, is one person who is very appreciative of the procedures Sheila is writing. In the past when there has been a problem with the Internet in

Sheila's absence, Jen has been very stressed as she tried to take care of it. Now, she says, Sheila's procedure allows her to calmly walk through all of the stages of analysis and successfully fix the problem!

A big accomplishment was the installation of new metering software which will help us track the number of documents retrieved from the Internet or cd-roms. Much of the use of the cd-rom/online workstations involves accessing INSPIRE databases. Our software still cannot track INSPIRE use, but the metering software company feels they could add this capability fairly easily. We hope so!

Technical Services: With the birth of Stephanie Filson's son, the Technical Services department is temporarily short of help. Sandi Hestermann, Wheatfield library assistant, is working extra hours to help out.

Rensselaer: The Friends of the Library are finding creative ways to help the library. A new program entitled "Caught in the Act of Reading" involves taking pictures of people reading in the library and displaying the pictures on a poster. Library bookplates will be placed in some Readers Digest Condensed books and the books will be donated to local hotels for customers to enjoy.

The Friends provided funds to purchase book baskets for patrons to use while in the library. These are similar to the baskets found in the grocery stores. They have also given funds for a gift certificate for Jack Standish, to thank him for all the extra carpenter services he provides for us, and for cash prizes for Jackie's Young Adult Summer Reading program.

Lisa completed an excellent Community Resource guide, with the help of volunteer Barb Misch. You will receive a copy at board meeting.

Jackie spoke to 687 individuals this month about upcoming activities at the library. Children's staff at all three libraries have spent the month publicizing the summer programs at the schools. Girl Scouts will be assisting with the summer story time at Rensselaer to earn Leadership badges. 17 young adults registered for the "Books for Bucks" program and 144 children registered for "Cosmic Connections".

Jackie presented a book talk and children's program to the Healthy Families group, a community group consisting of new parents and their children, and including some Spanish-speaking persons.

Rensselaer will be getting additional lighting in the Children's Reference area. They also purchased a wall-hung magazine display rack for the children's area. This released the former magazine display unit to house their Easy Readers. A new shelving unit for the Easy Readers would have cost several thousand dollars. This was a creative and inexpensive solution to a space problem.

DeMotte: The biggest news, of course, is that Rebecca (Carden) Gibson has been hired as DeMotte librarian. We look forward to her arrival on staff as soon as she and her husband take up residence in the DeMotte area.

Kaper's Building Materials is investigating the roof leak problems. Ice shield is in place. It remains to be seen if it was installed properly. Kaper's will silicone roof areas and valleys where roof leaks occur at times.

A cement cap in one of the block pillars at the top of the front steps was destroyed by vandals. Butch DeYoung replaced the cement top, donating both the materials and his time.

New shrubs were planted on the hillside where children enjoyed bicycling. Charlotte is investigating the cost of running a pipe from the library's water supply to an outside spigot, bypassing the water softener. Presently all water spigots emit softened water. Some dying shrubs cannot handle softened water.

Charlotte and Diane Kros taped an "advertisement" for the Young Adult Reading program at KV Middle School. The tape was shown to classes this month.

Marlene presented a workshop on available Indiana room materials. Cookie offered a workshop for teen library volunteers, to get them ready to help with summer reading programs and story times. 232 children registered for summer reading club this year.

Wheatfield: The Friends of the Library will hold a book sale during the town-wide garage sale this summer. They will also sell their brand new Wheatfield Friends of the Library book bags.

Building maintenance this month included some diagnostic work to determine why two air conditioners are not working well. One problem is solved; another is in the works. Some landscaping is also in the planning stage at Wheatfield.

Director's Activities: This month I met with agency librarians to discuss long range plans and next year's staffing needs. I attended a workshop in Lafayette to learn how to use Bibliostat software purchased for each public library by the state library. This software allows us to compare our library in many different ways with other libraries in the state or in the country. I spent a good bit of time on the DeMotte librarian search. I held a Management Meeting, and attended a directors' meeting in North Judson. Gail and I attended a budget workshop. I worked on the HVAC bid process. I interviewed Rebecca, and attended a workshop on financing energy efficient capital improvements with Roger and Gail.

Please contact me if you are unable to attend the June board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
June 2000

Library Board Officers: At the July board meeting, you need to elect both a board president and a vice-president to complete Year 2000. You may also want to assign the new board members (Tim Schultz, of DeMotte Ace Hardware, and Mike Crawford (CPA for Indiana Department of Revenue) to committees to fill empty slots. The Director's Evaluation Committee, the Policy Review Committee, and the Nominating Committee each have one empty slot.

Library Improvement Reserve Fund Additional Appropriation: We have $80,622 in LIRF. However, we budgeted only $55,000 to be used this year. Our HVAC repairs will cost $71,700. We must get permission from the State Board of Tax Commissioners to appropriate additional funds to pay for the repairs (even though we have the money in the fund and in the bank). Rather than advertise for only the $16,700 we need for this repair, I recommend appropriating the entire remaining amount in LIRF ($25,622). In the event that large ticket repairs are necessary to resolve DeMotte's heating problem before the year's end, we will already have approval to spend the LIRF money.

To get permission for an additional appropriation, we must advertise once in two papers, stating that we will hold a public hearing (at our August board meeting) to consider this additional appropriation and that taxpayers will have the right to be heard. At the August meeting, the board will pass an Additional Appropriation Ordinance. This will then be sent to the State Board of Tax Commissioners with appropriate documentation. Within 15 days, the State Board will send us written approval of the additional appropriation, once they have verified that there is money in LIRF to cover the request.

If you approve the Additional Appropriation item in the Consent agenda, you will be approving placing a legal ad notifying taxpayers that we want to appropriate $25,622 from LIRF for building repairs and maintenance.

Library Improvement Reserve Fund Transfer: The 2000 LIRF Budget, as approved by the state, divided the $55,000 into money for Building Repairs (3.61) and money for furniture and equipment (4.4). We plan to use all of the $55,000 for building repairs (3.61) and, therefore, must transfer the funds in Furniture and Equipment to building repairs. This is something the board can approve on its own. We then certify the transfer of funds to the County Auditor.

If you approve the Library Improvement Reserve Fund Transfer item in the consent agenda, you will be authorizing moving $20,000 from 4.4 (Furniture & Equipment) to 3.61 (Building Repairs and Maintenance).

Reference Question Statistics: Each year we measure our success in answering the questions or finding the materials requested by patrons. One of the goals in our previous long range plan was to successfully meet the information needs of our patrons within 24 hours, 90% of the time. This year we successfully met patrons needs (information *and* leisure reading/listening/viewing) 84% of the time. Last year, we successfully met their needs 71% of the time. We are improving!

Workshop Approval: I would like approval for Jen Evers, Technical Services Librarian to attend a workshop in Indianapolis on "How to Design and Build a World-Class Web Site". Cost is $199. Jen is the head of our Home Page Committee. We feel this workshop would teach her ways to make our home pages more accessible to all patrons, more readable and more attention-getting. ***If you approve the Consent Agenda items as listed, you will approve sending her to this workshop.***

Meeting Room Use Request: According to our meeting room policy, a group can use a meeting room on a weekly basis only by board approval. The Country Haven Bible Fellowship has asked to use the DeMotte meeting room for Sunday church services every week from 10 AM to 11:30 AM and from 6 PM to 7:30 PM. We have allowed the meeting room to be used for church services in the past, although none have requested twice a day usage. There is no law against such use; our policy does not prohibit it. The DeMotte meeting room has been used a few times in the past year for various Sunday gatherings.

New Technologies Committee: This new staff committee is charged with exploring new technologies which libraries are talking about, to see which might help JCPL serve its customers better. Presently they are looking at e-book use in libraries. E-books are small "book" size computers into which the text of whole books can be downloaded. More and more books are being published in electronic as well as paper format. We hope this committee will help us keep ahead of trends, so that we have a better idea of the proper time to offer a new service, and the most effective ways of offering the service.

Continuing Education: Rensselaer and Wheatfield staff and 2 board members visited Baker & Taylor Co, a book distribution company in Momence, Illinois. We purchase about 80% of our books from Baker & Taylor. On the day of board meeting, a number of staff will also visit the exhibits at the American Library Association (ALA) Annual Conference at McCormick Place in Chicago. We'll see a massive assortment of booths displaying library automation systems, books, e-books and other library technology, furniture, etc. We come back from these visits with many free books, posters, and assorted "giveaways", as well as with new ideas and new information about products. We are particularly interested in looking at new versions of some of the library automation systems we are considering for purchase next year.

Gifts: The library has received $2619 from the Jasper Foundation. This includes $2,369 from the Lillian Fendig Fund and $250 from our own JCPL Memorial Fund. The staff would like to purchase a laser color printer/copier and a digital camera with this money if the board agrees that these would be useful purchases. The digital camera would allow us to take pictures of library activities and email them to newspapers or mount them on our website for publicity purposes. It would also allow us to photograph the artifacts in the Milroy collection for inclusion on our website. (For those who do not know, General Robert Milroy was a Rensselaer resident who became a Civil War general with a colorful, somewhat checkered career. We are the owners of his papers and memorabilia. If we can make these available on the Internet to researchers, we will be providing a valuable service. It is our intention to do this.)

With the laser color printer/*copier*, we could more quickly and economically print the posters and brochures which we use for publicity purposes. Presently we make copies on a color printer. We could use the copier to serve the needs of all three libraries. We are presently researching the various products on the market.

Rensselaer HVAC project: As of today (Monday, July 3), the chiller project has gone smoothly. We were surprised to find that we had customers coming into the library when we opened at 7 AM! Thus far, the fans have kept the building reasonably comfortable. As the weather becomes more humid, it will be less so.

System Administration: In addition to her usual troubleshooting and software updating tasks, Sheila has spent a good bit of time this month working with Think Tank computer experts. They installed backup software and disaster recover software on the web server, updated our servers, and completed other tasks included in our LSTA grant proposal. They also reformatted the Netware operating system and patches at Wheatfield because of hard drive failures there. In July we will receive a reimbursement of $11,741 for LSTA grant expenses.

Sheila is also responsible for filing for USF (Universal Service Fund) reimbursements. We should receive around $5,000, if I am correctly interpreting her report.

Technical Services: In spite of being short one person since May, this department efficiently processed 952 new items for JCPL this month, with some help from Emily, our "floater", and Sandi, Wheatfield library assistant. In addition, staff in this department were able to work effectively on a number of other library projects.

Rensselaer: Both Lisa and Kathryn represented JCPL at some community meetings. Lisa (and Charlotte from DeMotte) participated in CDC focus groups to discover how CDC may better serve the needs of the community. Kathryn represented the library at a meeting to discuss the multi-cultural issues facing Jasper County. Says Patty, "Attending such meetings is an excellent way for

the library to reach out to its community. It shows that the library is sensitive to community needs and wants to play an active role in making our community better."

Kris is experimenting with innovative ways to promote our magazines and increase their use. Amber is doing a great job troubleshooting Rensselaer's computers and doing basic maintenance when necessary.

The Young Adult Summer Reading Program "Books for Bucks" was the most successful since Jackie has been here, with 16 young adults participating. The greatest young adult activity at both Rensselaer and DeMotte, however, was their volunteer hours helping with story time and Summer Reading Club. They are a very necessary part of these summer programs. We feel that drawing them in to help out is a way to keep them connected to the library at an age where most youth fall away from regular library use.

As at DeMotte, Jackie had an extremely successful summer reading club and may have to consider doing two programs each week next year, to better accommodate the crowds. She had as many as 158 children at her programs. Because her programs are held in the main part of the library (meeting room and storytime room are too small), a number of older youth and parents also remain to watch, increasing the crowds.

Amber and Jackie have been working on a Young Adult page to be added to JCPL's homepages sometime in August. This will include booklists, program announcements, college sites and cool sites for youth.

DeMotte:
Charlotte reports that 232 children registered for summer reading club, and 175 *completed* the program (read the required number of books). That is a record for DeMotte! The number attending the programs also rose drastically from last year. Now that we are hiring more professional entertainers for programs, we have tried to have just one program per week at each library. This may not be possible in the future for DeMotte, since 193 children do not easily fit into the meeting room! Twenty-two teen volunteers helped with the summer programs and were rewarded with a pizza party paid for by the Friends of the Library.

In May, I received a letter from the Indiana Department of Environmental Management instructing us to begin testing the drinking water at DeMotte on a regular basis and submitting reports to them. I am following up on this.

Rachael Cavinder, Charlotte's assistant, presented a Story Time in the Park, in cooperation with DeMotte's Parks Department.

Wheatfield: Record attendance (around 80 children) was reported at Wheatfield also during the Summer Reading Club.

Sandi and Nanette separated science fiction and western fiction from the general fiction collection, labelled them and arranged them on the shelves in

their own separate location, as was done earlier with mysteries. Wheatfield has received many requests over the years for separation of these books from the general collection. Patrons feel it is easier to find the kinds of books they seek.

Diana is taking a cataloging class at IUN. This class is required if she is to qualify for Librarian IV certification. She has met all other requirements. Librarian IV certification is the highest certification one can receive in Indiana without having an MLS (Master's in Library Science) degree.

Director's Activities: I have worked on the budget this month. I completed the paperwork and submitted our Capital Projects Fund Plan to the State Board of Tax Commissioners for their approval. I had meetings with management staff, the migration committee, several individual staff and the new technologies committee. I attended a Directors' Counterparts meeting in LaPorte, a Jasper County Step Ahead Council meeting and my last meeting as a member of INCOLSA's Member Advisory Council.

I also met with Chris Larson, Executive Director of Kankakee-Iroquois Regional Planning Commission and Ed Fansler, North Field Representative of the Community Development Division of the Indiana Department of Commerce. We discussed the possibility of getting a Community Development Focus block grant to help finance the addition to the Wheatfield Library.

Please contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
July 2000

2001 Budget: At the August board meeting, you will hold a public hearing on the budget, listening to any taxpayers who feel our budget is out of line. At this time, you would probably want to listen, ask questions and take the matter under advisement for consideration at the next board meeting when you will vote to approve a budget. We have never had anyone come to a public budget hearing.

LIRF Additional Appropriation: You will also hold a public hearing on the appropriation of the remainder of the money in the Library Improvement Reserve Fund ($25,622). Following the hearing, you will need to pass a resolution to appropriate this money, which will be used to finance the chiller project.

Good news: Next year, we will receive $60,901 more from CAGIT (County Adjusted Gross Income Tax) Certified Shares than I expected. This will insure that we will be able to fund the budget we advertised, keeping a healthy operating balance. This year we received $385,703 in CAGIT; next year we will receive $495,901!

Capital Projects Fund: When we reduced our Capital Projects Fund by $70,000, so that we could reappropriate the full amount to be spent in 2001, I mistakenly asked that you reduce 4.4 Furniture & Equipment by $70,000. In fact, we had only $35,000 appropriated for 4.4. The other $35,000 was appropriated in 4.53 (nonprint materials). Therefore, the board needs to transfer $35,000 from 4.53 (Nonprint materials) to 4.4 (Furniture and Equipment). Note: It would be less confusing to simply do a corrected Library Capital Projects Fund Reduction in Appropriations. However, I sent the resolution of the reduction to the State Board of Tax Commissioners with our Capital Projects Fund paperwork, so I hesitate to alter that document.

When you approve the Consent Agenda items, you will be approving the transfer of $35,000 from 4.53 to 4.4, so that the entire $70,000 is in 4.4 where the appropriation will then be reduced to $0 by previous board action (June 12,2000).

Continuing Education: Staff attended the ALA exhibits and are enthusiastic about the experience--the products they were able to see, test, and obtain information about. Staff also attended an INCOLSA workshop on the use of humor in the workplace.

Internet Filters: We received notice that a conference committee has removed amendments regarding filtering from the Congressional Appropriations Bill. We may have dodged the bullet once more. However, the next day I received a warning that filtering amendments still exist in other federal appropriation budgets. We are asked to ask our congressmen to support the removal of these amendments.

Background: Various legislators are trying to make filters on school and public library computers a requirement in order for us to receive Universal Service Fund (USF) discounts. Currently we receive 53% discounts on phone bills (including the expensive data lines which connect our buildings) and we received 53% discounts on equipment to update our network.

Filters do not work reliably. They filter information which should not be filtered and they fail to filter some inappropriate sites. We would rather that parents be aware that inappropriate sites are accessible. If they cannot rely on their children not to try to access them, we don't want them to rely on our filters either.

Currently we have an Internet policy in place which forbids viewing inappropriate materials on the Internet. Children under age 18 must have written parental permission to use the Internet without a parent or guardian present. We feel this is a better way to regulate use, since it leaves control in the parent's hand, not in the hand of some corporate filtering entity.

Rensselaer HVAC project: Our building is cool. The project is almost complete. The payment we make this month is only a partial payment. We will release the remainder of the money when project is complete and has been inspected by SIECO engineer Ron Ratcliff. I have turned over the necessary data to allow our attorney Kent Mahnesmith to draft a letter to architect and design engineers asking for reimbursement for our air conditioning repair expenses. He does not feel this will be a productive action, but is willing to give it a try.

Patty and Jen report that their staffs survived the A/C repair experiences with good spirits intact. Staff really did an excellent job of coping with the heat and with unexpected schedule changes. You will note that circulation, while down at all libraries this month, is really down at Rensselaer. No doubt, the short hours helped.

NILBA dinner meeting: You may have received a flyer already about this. The LaPorte County Public Library will host the Wednesday, August 30 meeting of Northwest Indiana Library Boards Association at Roscoe's restaurant on Pine Lake in LaPorte. Ana Grandfield, Assistant Director of the Lake County Public Library will present a short program on Effective Resource Allocation for Public Libraries. Most importantly, this is an opportunity for you to meet board members from other libraries and share experiences, camaraderie and concerns.

Marketing: Our long range plan calls for a concerted effort to make the library's presence known to more of our community. Last month Patty spoke to the Rensselaer/Remington Chamber of Commerce. This month we spoke to the Rensselaer Rotary Club. A committee is creating one or more Powerpoint presentations to take to groups when we are asked to speak. These will allow us to present a more professional, eye-catching program and to do it at a moment's notice.

Library Financial Planning Initiatives: The Board decided several months ago that "A proactive approach to future library funding could be in the best interests of JCPL. Once the bond has been retired, funding of the library could be a challenge." As a result, they established a board/staff committee to brainstorm alternative solutions to funding challenges and bring recommendations to the board by next spring when the next annual budget is created. Committee members at this time are Anne Marie Egan, Patty Stringfellow, Rensselaer librarian, and myself. Is there another board member who would be interested in working on this committee?

Answer to a question: Last month Anne Marie noted that we appeared to serve more patrons economically through the programs we offer than through the Intralibrary Loan requests we process (borrowing books from other branches to meet patron needs). Actually, when I divided the number of staff hours into the number of patrons served for each activity, I discovered that programming costs us 8.3 minutes of staff time per program attendee. This is in addition to the fees charged by the entertainers. Intralibrary loans cost 4.6 min. per patron. I just thought you might be interested in those facts.

System Administration: Sheila has spent a good deal of time trying to upgrade old 486 computers to put in various locations in the libraries. She finds that some components are no longer supported, some components must be replaced. We will complete this task, but in the future need to re-evaluate the cost effectiveness of upgrading old machines vs. purchasing low-end PCs that would last longer, perform better and require less maintenance.

We received our $11,741 reimbursement check from the state library for our 1999 LSTA grant. This grant required us to purchase needed equipment, then apply for reimbursement.

Technical Services: Much of Jen's time this month has been spent working on the migration project. (Background: Next year we will choose a new library automation system. We must request proposals for this. Much preparatory work is needed, including determining which automation system vendors we wish to ask for proposals.) We have been calling

libraries using the systems under consideration, to get their input. Jen and others are working to write the RFP (Request for Proposal), a very detailed, many-page document which describes exactly what this system must be able to do for us.

Jen's other project has been to catalog and process our new DVD collections. Each library has some DVDs. No one has many at this point. Nevertheless, they were checked out 34 times in July.

All these special activities are in addition to the normal ordering, cataloging and processing which goes on in Tech Services, and in spite of the reduced hours during the air conditioning project, and the staff reduction by one third, due to a pregnancy leave. It is amazing that they have been able to keep up with most of it.

Rensselaer: Patty reports that the patron book baskets purchased by the Friends of the Library arrived this month and are beginning to be used. Speaking of the Friends, because annual tax reports had not been submitted for a number of years, the organization had to apply for reinstatement with the Indiana Secretary of State's office. Reinstatement is now complete and the newly formulated group is off and running.

An August Friends project will be to insert "Donated by Friends of the Rensselaer Public Library" plates into Reader's Digest condensed books, preparing them for delivery to local nursing homes, the hospital waiting room, hotels and the Crisis Center. Great numbers of these books are donated to the library. The Friends feel they will be used in the above-named facilities.

Kathryn has completed and made available a Spanish-language version of our library User's Guide. The Children's Librarian/Specialists have completed the annual Teacher Reacher newsletter and survey which will be distributed at the schools in the fall.

Jackie and Lisa completed a fall Homeschool Newsletter, to acquaint homeschooling parents with library resources and services. They also created a Teen Reader's Advisory Notebook in which teens can find lists of books of particular interest to them. Other special children's programs include a series of four Harry Potter book discussions, and a mother/daughter book discussion club beginning in November.

DeMotte: Thirty-nine young adults participated in the YA Reading program, attracted by weekly drawings for cash prizes. The Adult Reading Program had 201 participants. Drawings for prizes were the highlight in that program also. These

were Rebecca's first weeks as branch manager. She is very impressed by the DeMotte staff's friendliness, competence, and enthusiasm in serving their patrons.

The DeMotte Library will be closed Saturday, August 12, for the Arts and Crafts Festival sponsored by the Friends of the Library.

Wheatfield: More air conditioning problems have plagued Wheatfield, but costs have been minor and problems resolved quickly. A retaining wall near the bookdrop has collapsed. Repairs are imminent.

The picture molding which the Friends of the Library purchased has been installed, just in time for the Prairie Arts Council traveling show.

Wheatfield's summer reading club was extremely successful, with a record number of signups (93) and a record number of completions (64). The library got good press coverage with articles and pictures appearing several times.

Staff member Sandi Hesterman is on FMLA (Family and Medical Leave Act) leave, following a bout with pneumonia and ongoing testing.

County Commissioner Gary Green asked me recently when we would be ready to proceed with the expansion of the Wheatfield Library. He feels the county commissioners would be ready to help us with a Community Focus grant as soon as the Youth Center project is completed. This was encouraging news.

Wheatfield Meeting Room Use: Wheatfield has received a request for Sunday use of their meeting room. Since the Catholic Church no longer uses the room on Sundays, staff sees no problem. This church group would like to use the room twice on Sunday until they are able to build their own building. I would recommend that the board agree to the same terms you gave the other church group last month: permission to use the room for a three month period, after which the request would be re-examined and more specific information regarding length of stay would be requested. A charge could be added for use after that first 3 month period.

Board Bios: On our library webpages, we have short biographies of each board member. Alas, we are missing bios of Mari Anne, Sue, Tim and Mike. We really would like to give taxpayers a little idea of who is governing their county library. Could you please get me a paragraph that tells a little about you, what you do, perhaps something about your family? Thanks. To see what others have submitted check our webpage (www.jasperco.lib.in.us), clicking on "Administration".

Director's Activities: I spent considerable orientation time with Rebecca this month. I attended a northwest Indiana directors' meeting, our own management meeting, a presentation by the Indiana Bond Bank, an ISLAC meeting in Indianapolis (Indiana State Library Advisory Council) and the Powerpoint presentation committee meeting. I attended the Bond Bank meeting to gather information to help us in case we find ourselves in a position where we need to borrow money. It appears that the Bond Bank is the most economical place to borrow. However, at this time, I do not foresee our needing their services.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Lynn

Director's Activities: I spent considerable orientation time with Rebecca this month. I attended a northwest Indiana directors' meeting, our own management meeting, a presentation by the Indiana Bond Bank, an ISLAC meeting in Indianapolis (Indiana State Library Advisory Council) and the Powerpoint presentation committee meeting. I attended the Bond Bank meeting to gather information to help us in case we find ourselves in a position where we need to borrow money. It appears that the Bond Bank is the most economical place to borrow. However, at this time, I do not foresee our needing their services.

Disposal of unwanted and/or inoperable library equipment: In April 1999, according to the handwritten notes on my "Agenda", Sue moved that the director be allowed to dispose of unwanted and/or inoperable library property as she sees fit, so long as it has a value of $1,000 or less per item or a cumulative total of $5,000. Unfortunately, this motion was not recorded in the meeting minutes (we're sorry about that). Therefore, I would like the board to vote on this issue again, so that we can get it officially into the minutes. Then I will draft a short policy to that effect, so that the board decision is easy to find in the future.

Background: Normally, Sheila keeps some inoperable computers in order to use parts. She only discards machines that are truly of no use to us. Sometimes, however, we upgrade our network and have no need for components that can still be used by someone else. Or, most recently, we need adding machines that run tapes, but an adding machine at DeMotte no longer will run a tape. DeMotte would like to put this machine in their booksale with a note that the tape feature does not work. Because this is a very low price item, I will authorize their putting this in the book sale without board approval, because I know I had approval previously, and because the booksale is this Saturday, before the board meeting.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
August 2000

2001 Budget: At this board meeting you will approve the budget for next year.

Capital Projects Fund: We received State Board of Tax Commissioners approval of our Capital Projects Fund for 2001.

Flower Fund: We have come close to depleting the staff/board fund which we use to send flowers (or balloons) to staff, board members, or their immediate families in the case of a hospital stay, serious illness or death. We are asking everyone to contribute $5.00. We collect about once per year.

Continuing Education: I would like to send Rebecca Gibson, DeMotte Branch Manager, to a CareerTrack workshop on "Excelling as a First-Time Supervisor" in Hammond, October 18 ($149). Gail and I would like to attend a Fred Pryor Seminar on "How To Organize and Maintain Files and Records" in Lafayette on October 27 ($89 each). **If you approve the Consent Agenda items as listed, you will approve these workshop requests.**

Marketing: Staff have been busy working with local businesses and making coupons for **Library Card Sign Up Week, Sept. 25-30**. During this week, anyone checking out books at our libraries can put his/her name in a jar for a drawing for prizes. However, persons just signing up for a new library card will also get coupons, which can be used at various businesses for free or discounted items or services.

Staff at each library continue to distribute our monthly Community Connection newsletter to area businesses, in accordance with our Long Range Plan. Children's librarian/specialists have also distributed the annual Teacher Reacher newsletter to each teacher in our library district. Copies of these two publications will be available for you at the board meeting.

Rensselaer HVAC project: Some last pieces of insulation are still to be put in place. We had some problems in the Air Handling Unit (AHU) which is the unit in the boiler room which blows the heated or cooled air around the building. Condensation was not draining, but was staying suspended in the unit and flooding the floor when the unit went off. Dick did a little repiping and hopes that solved the problem. We're waiting to see if it happens again. We are paying only $10,000 of the final $20,000,

on the recommendation of Ron Ratcliff at SIECO. We have not had the final inspection by SIECO. SIECO has also not started working on recommendations for resolving the DeMotte heat problem.

Kent Mahnesmith, board attorney, will be at the September meeting to advise you as you discuss whether to go further in an effort to obtain compensation from architect and design engineers for our HVAC repair expenses.

NILBA dinner meeting: Sue, Mark, Anne-Marie and attended. Expect a report at board meeting.

System Administration: Sheila met with Mike Gee of ThinkTank this month to discuss our technology needs for the next couple of years, including changes which may be required when we migrate to a new system. He gave her a great deal of insight and practical advice enabling her to plan for upcoming grants, budgets and projects. We now have a fairly clear idea of what must be done, how to do it, etc.

Automation/Migration project: The major portion of the RFP (Request for Proposal) has been written. When RFP work is complete, we plan to hire an automation consultant to review the RFP, determine if we included all we should, etc. (Cost: $400-$900) We will then submit the RFP to our attorney for review of the legal language.

We will need board approval to advertise the RFP. You could vote now at the September meeting to approve the RFP to be advertised after final review by our automation consultant and attorney. On the other hand, you may prefer to actually see the final RFP (hopefully at the October meeting) before voting to advertise it. When we advertise it in our local newspapers, we will also send a copy of it to each of the four vendors that we have identified as having system that come closest to meeting our needs.

An RFP is a document of about 40 pages which includes

- information about JCPL--present equipment, wiring, etc., our volume of business
- proposed timetable
- instructions for vendors
- a list of criteria we will use for evaluating proposals and selecting the best
- our requirements for what the automated system must do (and a request for explanations of how the vendor will do these things, which things their system cannot yet do, when it will be capable of doing them, etc.)
- a request for prices on each of the various components requested

This is similar to the Request for Bids which we advertised for the chiller project. The difference is that an RFP is used when we know we will not be comparing apples to apples. No two systems do everything the same or have the same capabilities. There will be tradeoffs. We will choose the one that most closely matches our requirements. It doesn't have to be the cheapest proposal we receive.

Our Migration Committee consists of several staff and two board members (Anne-Marie and Mark). Once the Migration Committee examines the proposals submitted by vendors, we will bring our recommendation to the Board. (During this stage, we will also ask for more in-depth demonstrations by the vendors who submitted the most attractive proposals.)

When the Board approves contracting with the recommended vendor, we will enter a negotiation stage. At this point, we will have our automation consultant handle the negotiations for us. ($1300) This may take 2-3 months. At the end of that stage, the board will actually sign a contract and we will begin working on the installation process. We expect to sign a contract in the first months of 2001.

Rensselaer: The visit by Marlis Day, Indiana author, went well, with 15 adults in attendance. The library received widespread publicity. A number of persons indicated regret that they did not attend. Patty hopes to hold another similar event next year.

The Express Book program should begin in mid-September.

The staff brought treats and flowers to honor Lisa Rusher's 5th anniversary at the library.

Kathryn attended an open house for Healthy Families this month; Jackie presented a story time to children of parents attending a Healthy Families meeting. These were valuable opportunities to connect with families who would not normally come to the library.

The Rensselaer Friends of the Library "Get Caught Reading" program is underway. Each month, the Friends will display a photo of a local resident reading. The view of the person's face will be partially blocked by the book or newspaper. A contest will be held to see who can identify the mystery reader.

Jackie Saxon, Youth Services librarian, is looking forward to working with Lisa Baugh, new middle school librarian. The two have discussed displays, book talks and

field trips to the library. Jackie has been invited to give a King Arthur book talk to the middle school in December.

DeMotte: A "Brush Up On Reading" program was held for two weeks before school started. This mini-reading club encouraged children to read, to bring their skills back to their end-of-the-school-year level. Fifty-two children participated. Story times were held during August also.

Marlene Beedle continues to develop DeMotte's local history collection. She is indexing the newspaper. She has updated two cemetery databases which she had previously put on the computer. She has typed and printed out some short stories by local resident Regal Spencer, as well as a Civil War period diary of Sylvester Hart.

On Saturday, August 12, the library was closed for the Touch of Dutch Arts and Crafts Festival, sponsored by the Friends of the Library. Staff helped out in various capacities during the day. A book sale was held in the Storytime Room. The meeting rooms acted as headquarters for the 5K Rotary Ramble, the parking lot as the end of the race and the distribution point for food and drink for the racers and for the awards ceremony.

Wheatfield: It has been a difficult month for scheduling staff! Several took vacations. Sandi was off for over two weeks with a serious viral infection, and Diana was off a number of half days to attend a cataloging class which is required to obtain her Librarian IV certification. I am happy to report she completed the difficult, time-consuming class with an "A".

A party was held to celebrate Diane's 15th anniversary.

The old Apple IIe computer, which no longer works, was donated to Christian Haven Home for Boys, along with the educational games-on-disk that were purchased to work on it. Christian Haven hopes to be able to get it working again and was appreciative of the library's donation.

Board Bios: **A REPEAT PLEA FOR INFORMATION**: On our library webpages, we have short biographies of each board member. Alas, we are missing bios of Mari Anne, Sue, Tim and Mike. We really would like to give taxpayers a little idea of who is governing their county library. Could you please get me a paragraph that tells a little about you, what you do, perhaps something about your family? It doesn't have to be fancy. Just jot a few things down on a piece of paper. Thanks. To see what

others have submitted, check our webpage (www.jasperco.lib.in.us), clicking on "Administration".

ILF District Meeting: At our last board meeting, I mentioned that we have staff going to both District I and District II Indiana Library Federation meetings. I need to know if anyone is interested in attending District 1 meeting at South Bend, Tuesday, October 3 or District 2 meeting at Rochester, Friday, October 6. I am enclosing the schedule of programs for those two meetings.

Director's Activities: I continued to spend a little time each week last month with Rebecca. I hosted a northwest Indiana directors' meeting, attended our own management meeting, as well as meetings to write our RFP, to discuss salary classifications, and to plan a mini-workshop on effectively working with different personalities.

I attended a very interesting focus group meeting, set up by Farm Bureau, to help local government officials understand the issues surrounding the property tax assessment controversy. Dr. John Huie, former Indiana Budget Director, was the speaker. We each had an opportunity to mention issues with which our own entity (library, auditor's office, sheriff's department, school district, state legislature, etc.) is involved that might affect other government agencies.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet. **And please remember that this meeting is at the Wheatfield Library.** Wheatfield librarian and Youth Services Specialist will give you their annual report at this time.

Lynn

Note: Last month you decided you wanted to think a bit before determining whether to put limits on the period of time that a church (?) could use our meeting rooms on a weekly basis. I have put this subject on your agenda. I have also requested an opinion from Kent concerning whether a limit would have to cover all groups using the room on a weekly basis or could be limited to church groups. Presently AA, scout troops, 4-H, and the Adult Learning Center all use our meeting rooms on a weekly basis.

Director's Report
September 2000

Performance evaluation: The October board meeting will begin with an Executive Session during which you will discuss the evaluation of my work performance which the Board Evaluation Committee has compiled from the evaluations each of you submitted to them. When you agree on a final form, you will call me into the room to talk about your assessment. The regular board meeting will begin after this executive session is over. By state law, during the executive session the board is not allowed to discuss any matters other than the performance evaluation, which is the topic we announced to the newspapers would be discussed.

Credit card payment: We request permission to pay credit card bills with payroll if they come after the monthly bills have been approved by the board. By doing this we avoid the possibility of paying interest. At present we have board approval to pay utility bills, conference fees, health insurance premiums, newspaper subscriptions and payroll checks between monthly board meetings. **If you approve the Consent Agenda, you will approve paying credit card bills with payroll between board meetings when necessary. If you wish to discuss this subject further, ask to have the item removed from the consent agenda before a vote is taken.**

Continuing Education: Various staff attended workshops on E-books, on genealogy, on interlibrary loan and on how to be a teacher in a library setting.

Rensselaer HVAC project: We will have to wait longer for action on the HVAC reimbursement effort. We are waiting, at present, for some kind of statement from Jerry Elkins, engineer, (formerly) of SEICO.

Library Mission Statement: Staff have narrowed the choices on a Mission Statement. It is time for the board to state its preference. See pages R 9-R 10.

Rensselaer Fall Festival: Don't forget the Rensselaer Fall Festival on Wednesday, October 19, 4 PM - 7 PM. Your presence would be much appreciated by staff. It's a family event with hot dogs and sliced caramel apples, old time movies, games, pumpkin decorating, a cake walk and music by different musical groups.

Director's salary: At the October board meeting the library board sets my salary for next year. When you approved the 2001 Budget, you approved a director's salary of $47,216 ($22.70 per hour). This represents an increase of 75 cents per hour over the 2000 salary. This is the same increase received each year by most other staff. This year, since we adopted a new salary schedule, many nonprofessionals are getting a little larger increase. You are not bound by the $47,216 salary. You can raise it or lower it (although I would not be happy if you lowered it.)

Below are 1999 Indiana library statistics for Directors' Salaries. I have included only libraries within a population range similar to ours (estimated at 27,500), and libraries located nearby.

Name of Library	Population	Dir Min Hr Rate	Dir Max Hr Rate
PORTER CO PL SYSTEM	113,109	$39.49	$39.49
GARY PL	108,839	$38.46	$38.46
TIPPECANOE CO PL	104,310	$30.00	$40.00
HAMMOND PL	84,236	$25.59	$32.38
LA PORTE CO PL	59,125	$34.91	$34.91
NEW CASTLE-HENRY CO PL	39,208	$24.33	$24.33
MICHIGAN CITY PL	38,208	$24.54	$24.54
KNOX CO PL	34,649	$14.00	$20.00
LOGANSPORT-CASS CO PL	34,416	$18.97	$31.59
CHARLESTOWN CLARK CO PL	34,328	$23.85	$23.85
EAST CHICAGO PL	33,892	$31.55	$31.55
MARION PL	32,618	$21.20	$25.45
BEDFORD PL	31,786	$22.59	$28.24
JACKSON CO PL	31,076	$23.16	$23.16
HARRISON CO PL	29,890	$20.07	$20.07
JASPER-DUBOIS CO CONTRACTUAL PL	29,869	$15.00	$20.00
MADISON-JEFFERSON CO PL	29,797	$18.79	$18.79
LA GRANGE CO PL	29,477	$17.50	$17.50
CROWN POINT COMMUNITY LIBRARY	29,356	$26.95	$26.95
PUTNAM CO PL	28,820	$14.83	$14.83
GOSHEN PL	28,342	$21.63	$29.80
FRANKFORT-CLINTON CO CONTRACTUAL PL	28,264	$36.26	$36.26
FAYETTE CO PL	26,015	$20.84	$20.84
WEST LAFAYETTE PL	25,907	$23.00	$24.75
WELLS CO PL	25,529	$21.00	$21.00
OHIO TOWNSHIP PL SYSTEM	25,420	$20.19	$20.19
JASPER CO PL	23,023	$21.95	$21.95
STARKE CO PL SYSTEM	18,094	$19.23	$24.07
WESTCHESTER PL	15,823	$28.60	$28.60
LOWELL PL	14,663	$18.99	$18.99

System Administration: A server (special computer) supporting Rensselaer's local area network has a dying CPU. CPUs are no longer manufactured for this older server. We are investigating 3 options: purchasing refurbished parts for about $700, purchasing an old identical server for replacement parts (if such a server becomes available), spending $3500 to purchase a new server. We will probably decide to purchase a new server.

Sheila has done the paperwork to get our E-rate (Universal Service) discounts for **Year 2 (7/99-6/00)** reimbursements for telecommunications costs for January to June 2000. We should receive $5,843.10 as credits on our October and November bills.

At the same time (and this is confusing), she has filed the applications for **Year 4 E-rates (7/01-6/02)**. We applied for pager service, email service, telephone service, wide-area network plus for networking hardware and software (4 switches, 4 servers and Netware 5.1 software). The next step is to get bids, then file forms listing the contracts we will enter into for hardware and software if we get the requested discounts. We have always received our discounts (about 53%) on pager, email, telephone and wide-area network service. Money for those purposes is allotted first. Then requests for eligible hardware and software are considered, with first consideration given to libraries and schools with high poverty levels. In **Year 3 (7/00-6/01)**, we were not approved for hardware and software discounts.

Sheila also completed the 2001 LSTA (Library Services and Technology Act) grant application. We are asking for $5,000 (the maximum allowed) toward the purchase of the system server for our new automated system. The Board must approve our request for this grant money. **Note: If you approve the Consent Agenda items, you will approve requesting $5,000 from the 2001 LSTA grant funds for the server.**

At present we have special software ("CentaMeter" by TallySystems) to allow us to automatically collect statistics on patron use of CD ROM products on our CD ROM/online database workstations. The software presently collects data on only one of the online databases to which we subscribe. We have decided to pay TallySystems about $1300 to create programs to allow CentaMeter to collect statistics on our online databases. These will confirm how heavily our library is used. That is important as our circulation of materials drops because people can get the information online. It is also a way for us to know which of the online databases are used and which are a waste of our money.

Automation/Migration project: The RFP is done! Our consultant told us it was "very well done". We should receive his suggestions for changes this week. We hope to have Kent review the RFP, then advertise for proposals the week of **October 16**. Deadline for submission of proposals would be **November 27**. We would narrow down our selection and request demonstrations by selected vendors by **December 19**, and then bring a final recommendation to the board at the **January board meeting**. I will bring a copy of the 100 page RFP to the board meeting so you can get a feel for what is involved in this proposal.

Rensselaer: Patty reports that " Many patrons have stopped to comment that they are so glad we are offering Express copies of books, and the shelves are always low due to high traffic." At my book discussion club last evening, people made a point of saying how much they appreciated Express Books.

Patty also reports that the Spanish collection is out, housed alongside the new fiction and nonfiction collection. Several people have asked to look at the Spanish books.

The Friends "Get Caught Reading" program has generated much interest. The Friends will be sponsoring the Fall Festival, providing cakes for the cake walk, manning booths and donating $125 for thank-you gifts for performers and for a $5 drawing during Teen Read Week. The Friends donated $235 for the library's Volunteer Recognition Luncheon, to be held in October.

Jackie held an evening Head Start tour for parents. She received one completed patron registration form and two parents expressed interest in the Internet classes. She also instructed St. A's 4th grade class on how to use the OPAC and locate information.

Six first grade classes, approximately 130 children, from Monnett toured the library during National Library Card Sign-Up week. We issued fifty new cards!

The STAR adult program of the month was the Bogus Island/Beaver Lake program, with speakers from the Newton County Historical Society and the Nature Conservancy. This excellent program on local history drew a packed audience of 2 children, 8 adults and 54 senior citizens!

DeMotte: A huge number of children participated in library programs this month. In addition to her full story time schedule, Charlotte arranged for visits from 9 nursery school classes, 8 kindergarten classes, and a Boy Scout troop. In addition she made time to create a Home School flyer.

Renee hosted a Reader's Advisory Counterparts meeting. She and Rachael also lead a book discussion group in a lively discussion. Marlene presented another introductory program on resources available in the Indiana Room.

The Friends of the Library donated money to purchase prizes for Library Card Sign-Up Week, held the last week of September at each library. They also approved purchase of a new bird feeder and agreed to provide volunteer "counters" to tally library use later this month during People Count Week.

If you take a look, you may notice that some painting of exterior trim has been done at the DeMotte Library.

Wheatfield: Wheatfield's circulation is down this month, but much less drastically. After examining statistics, I have a good idea of the problem. Last year, Diana and I decided the adult nonfiction needed serious attention. She had been weeding outdated materials faster than she could replace them. I advised that she spend 60% of her book budget this year on nonfiction, 40% on fiction. I think the figures were previously reversed. I feel this caused the downturn in circulation. Obviously, fiction is very important to Wheatfield patrons and the proportion of fiction to nonfiction must be higher. It is difficult to juggle the need for information and the need for entertainment to get the right mix to fill the needs of most patrons. We've run out of money for new books for this year, but in January we will begin purchasing a higher percentage of adult fiction. I think circulation will rise.

NILBA dinner: Remember to put November 29 on your calendars for the next NILBA (Northwest Indiana Library Board Assoc.) dinner, to be held at Phil Smidt's Restaurant in Whiting (Social Hour 6:30 pm, dinner 7:00 pm). Guest speakers will be architects from InterDesign Group. These folks designed all the new Porter County Public Libraries and I like very much what I hear about them. They will speak on Library Building Design: New Trends and Issues. This topic is particularly appropriate for us as we begin to look ahead to our Wheatfield building project. You do not have to tell me if you can attend until the November board meeting.

Director's Activities: This month I attended a Migration meeting, a Directors' Counterparts meeting in Hammond, an Agency Librarians' meeting, management meeting, and a budget hearing. I also took a week's vacation. I will be on vacation October 18-22 and November 8-12.

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Director's Report
October 2000

Marketing our library: Both DeMotte and Rensselaer sponsored a Teen Read Week this month complete with prizes, to entice more teens to the library. Wheatfield began a 4 week Adult Reading Program.

Continuing Education: A bumper crop of meetings and workshops were offered this month. Almost all staff (except some pages and clerks) attended a district meeting, either in South Bend or Rochester. We heard only positive comments about these. Staff continue to attend informative counterparts meetings around the area.

Patty and I attended the Indiana Public Library Association's two day Leadership Conference in Bloomington to learn more about Internet filtering and about upcoming legislative concerns affecting libraries. I am enclosing my notes from the workshop and the legislative forum.

Our Children's Specialists/Librarian attended all or part of the Children's & Young Peoples Division Conference and came back with some good ideas for us to adapt.

We held three mini-workshops on working effectively with different personality types, a follow-up to our Staff Development Day this spring. All staff were very enthusiastic about the workshops and felt they were quite useful.

Gail and I attended a workshop on organizing files and records. As soon as I have time, I will be making some changes in my office. Gail also found helpful ideas.

Gail, Lisa, Patty and I then attended the annual State Board of Accounts Bookkeeping Workshop.

Rebecca Gibson, new branch manager at DeMotte, attended a workshop for first-time supervisors which she called "incredible....right on the mark". The presenter covered interviewing, hiring, motivating, firing and everything in between, with emphasis on legalities.

Rensselaer HVAC project: We are still waiting for some kind of statement from Jerry Elkins, engineer, (formerly) of SEICO to move forward in our efforts to seek reimbursement. As for the Rensselaer chiller project, we have asked SEICO to inspect the project. Cool weather came before we could test whether or not the

Monday morning air conditioning problem is resolved. We are fairly sure the problem has been eliminated. Once SEICO inspects and approves the project, we will release the remainder of the money owing to Precision Controls.

SEICO has still not presented us with a plan for resolving the heating problem at DeMotte although that was promised some time ago.

Wheatfield Meeting Room Request: The church which has been meeting at Wheatfield for the past 3 months has applied for a 3 month (or more) extension of meeting room privileges. There have been no problems. Their goal is to move out into more permanent facilities within six months. The library board must determine whether to charge a fee for further use. The church originally planned to have our meeting room carpet cleaned at their expense. We had it cleaned before they could offer. Diana has talked to them about providing us with a lectern for meeting room use. This might be an alternative to a user fee. **You will have to decide.**

System Administration: Last month, I told you that a server (special computer) supporting Rensselaer's local area network has a dying CPU. CPUs are no longer manufactured for this older server. I told you that we would probably purchase a new server. However, Think Tank found another client who was retiring a server identical to ours and was willing to give us their old server free of charge. We will replace our ailing parts with parts from that server.

You probably know that the Bill and Melinda Gates Foundation is providing computer hardware, software and training for public libraries. Next year they will spend $5.8 million equipping 185 public library buildings in Indiana with this hardware, software and training. An additional 201 buildings are eligible for partial grants for free software and training if they purchase the same computers (at a reduced price). The Indiana State Library has identified some state funds that will be available to the partially eligible libraries to help with computer purchases.

Our library buildings all fall into the "partial grant" category, since we have a lower poverty level than they require for full grants. Sheila will attend a Gates Grant Workshop later this month to find out more about the specifications for these computers and software. We understand that we may not be able to reconfigure these computers to match the rest of our computers. Once she knows the facts, we can make an informed decision on whether to participate in this program.

Technical Services: Jen completed the RFP and sent it out to vendors this month. In addition she cataloged a record 319 items! This is in addition to the less complicated "copy" cataloging which her staff can do without her help.

Jen also worked on improvements to the library's web pages, based on decisions made by the staff web page committee. She created a document denoting the audience we will strive to serve with our web page:

> "...all residents of all ages of Jasper County. In addition, our web page will provide resources, images, and information for people interested in genealogy, Milroy documents and artifacts and related materials. The Library will also strive to make the web page available and usable for JCPL staff as well as staff from other libraries."

With this audience in mind, staff will be able to keep focused when revising and expanding the website.

She also created a statement of what we expect our web page to do for users:

> "...to help users obtain information to help meet their needs. When visiting the JCPL web page, users can expect clear, concise information that is easy to access. The web page committee will strive to promote events that are taking place in and around the library, as well as providing users with information that will help them to better use the library.

If you check the library's website often, you will begin to see changes in format as the committee works to make it easier to use.

Rensselaer: The 35-40 books in the Express Book collections circulated 87 times this month! And another record was set when Kris Mays made 34 Walking Book visits to shut-ins this month, delivering 96 items!

The first annual Friends of the Library Fall Festival was a tremendous success, Patty reports. Approximately 246 people attended. Ninety-eight children played carnival type games. Fifty-six pumpkins were decorated in the first 45 minutes of the festival. One hundred sixty-eight people participated in the cake walk, through which the Friends earned a little money. The library served 160 hot dogs. "The numbers are astounding, but more importantly, patrons and staff all had fun. Many people thanked us for having such a fun afternoon of entertainment and said that they were looking forward to next year's festival."

Kathryn Weed, library volunteer coordinator, held a catered volunteer recognition luncheon. Guest speaker was Mayor Arihood. Patty spoke. The event ended with a performance by the Carnegie Players. Volunteers were each given a book plate to be placed in a book of their choice in the library, in recognition of their contribution.

In my absence, Patty hosted the semi-annual Regional INCOLSA meeting. Jackie offered three very successful Harry Potter Book Discussions attended by both adults and children.

DeMotte: Jill and Marlene presented an Internet training class. Marlene is training a volunteer to assist her with some local history projects, while Rachael is training some volunteers to clean and mend books. Renee continues to lead a popular book discussion group and has been giving pointers to Diana who will start a similar group at Wheatfield in November.

In addition to Toddler Time (8 sessions), nursery school visits and an after-school program, Charlotte taught 13 students from Covenant Christian High School how to use the library to research their term papers. She gave the 5th through 8th grade English classes at the Middle School similar instruction. She continues to oversee the work of the pages, works with some adult volunteers, helps with the monthly Brown Bag programs and acts as the library's representative to the DeMotte Chamber of Commerce.

Wheatfield: Wheatfield has new oak "end shelves" on three bookstacks, thanks to Jack Standish's expert carpentry skills. They hold books the library wishes to spotlight. They are being noticed and the books seem to check out quickly. Funds for the construction came from the now defunct Wheatfield Historical Society.

NILBA dinner: Please check your calendars for the November 29 NILBA (Northwest Indiana Library Board Assoc.) dinner, to be held at Phil Smidt's Restaurant in Whiting (Social Hour 6:30 pm, dinner 7:00 pm). Guest speakers will be architects from InterDesign Group.

Director's Activities: I attended 9 meetings this month, both in the library and in other locations. I took a few days vacation to visit our daughter & son-in-law in Colorado Springs. I was out of the office a great deal this month!

One interesting meeting was with the IUN Chancellor, 7 or 8 of his deans, and Jasper County community leaders. I was responsible for inviting community leaders to join the IUN staff for a discussion of ways in which IUN could serve our communities. An exciting exchange occurred between Skip Shannon, president of St. Joseph's College and IUN. Some positive results may come from a discussion between IUN and KV Schools. Tim Schreeg, Jasper County Hospital, also had concerns. I, of course, want more library school classes taught in northwest Indiana. It will be very interesting to see what the fruits of these interactions will be.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Director's Report
November 2000

Transfer to LIRF: We have $1,865 in the Library Operating Fund which needs to be transferred to the LIRF (Library Improvement Reserve Fund) for use in the future. When you approve the Consent Agenda, you will be approving this transfer.

Continuing Education: Branch librarians created a set of Reference Treasure Hunts which all staff were required to complete. These are designed to improve staff skills in using both print and Internet resources.

Diane, Jen Evers and Lynn guided the last two of the three mini-workshops to help staff learn to deal effectively with coworkers of differing personality types.

Glenda presented a wonderful mini-workshop for Patty and Kathryn on Rensselaer's genealogy resources. She will repeat the workshop in January for the rest of the Rensselaer staff.

Counterparts meetings continue to allow staff to share ideas with persons in their own lines of work from other libraries.

Jen has purchased new webpage software as a result of the World Class Web Design workshop she attended in November. Her committee is working to recreate our webpages in a more useable format.

Circulation: It appears certain that for the first time in my experience, our total circulation will decrease this year over last year. We will go the way of many other public libraries in the U.S.

Some interesting facts about our circulation:

	DeMotte	Rensselaer	Wheatfield
What items circulate the most?	1. Picture books	1. Adult fiction	1. Adult fiction
	2. Adult fiction	2. Picture books	2. Picture books
	3. Videos/DVD	3. Videos/DVD	3. Videos/DVD
	4. Magazines (adult)	4. Internet use	4. Adult 600's
	5. Easy readers (kids)	5. Kids fiction	5. Magazines (adult)
	6. Adult 600's	6. Adult 600's	6. CDs

At DeMotte, the top 3 kinds of materials circulated account for 39.2% of the total materials borrowed this year, at Rensselaer-- 44.5%, at Wheatfield-- 44.5%.

You may notice that the Monthly Report shows much higher figures this month for CD ROM/Online database use than in the past. We are finally able to tally use of many of these products. INSPIRE use is now being counted in Rensselaer. Next month, DeMotte and Wheatfield statistics will also reflect INSPIRE use. We will at least be able to see that use of the library is as high or higher than ever, even if circulation is down.

Bequest for book purchases: As you may know, each of our libraries has the responsibility to build deeper than usual reference collections in specialized areas: DeMotte in legal and literary resources, Rensselaer in business resources, Wheatfield in health resources. These special collections then are used to meet the needs of all our county's residents. The management team feels we could best use the $1000 bequest from the Mary Ethel Arnott estate to purchase books for each library's specialized reference area.

I was not able to convince the attorney for the Mary Ethel Arnott estate to have his picture taken handing us a check as a result of her bequest. Instead, we agreed on wording for a bookplate to appear in each book purchased with this money. We will take a picture of the books and submit an article to the newspaper when they have arrived.

Rensselaer HVAC project: The chiller project passed SIECO's inspection; they have advised us to release the escrow funds. Precision Controls needs to fix a recurring problem with the air handler insulation. In the spring, if the Monday morning air conditioning problem continues, they will fix it. Both these tasks will be done at no cost to the library. SIECO has promised to submit a letter to us authorizing us to release the escrow funds. I have not yet received it.

In your packet is SIECO's final report on the heating/cooling problems of the two libraries. I think they have explained the problems and their recommended solutions quite clearly, although the report does not note that the heating problems at Rensselaer have been much less severe than those at DeMotte.

Precision Controls will give us an estimate of the cost of balancing air and water systems and of making the recommended alterations to the system at DeMotte only. John Herr, the Precision engineer, will also do some rough calculations to indicate what the cost recovery period would be if we were to take the expensive route of insulating the building more adequately. It has always been assumed by architects, engineers, etc. that this would be too costly a project to ever be feasible. On the other hand, the recommended alternative means we will be continuously paying for more heat because we have so much heat escaping the building.

John tells me that the recommended alterations will be very low in cost in comparison to the chiller project. We will not have to bid the project. He will try to have his proposal, with estimated costs, in our hands for Monday night's board meeting.

I also made a copy of the SIECO report for our attorney, hoping that it included proof that the buildings were not designed correctly in the first place and that the costs we have incurred result from this problem.

Board meeting dates for 2001: In your packet, labelled "A3" is the proposed list of board meeting dates for next year. The Monday, August 27, date for a special board meeting will be used only if, for some reason, we have a problem approving our budget on the normal meeting dates. Once you approve these dates, that page A3 goes at the beginning of your Board Notebook.

Fundraising Committee: In August we formed a board/staff fundraising committee. Anne-Marie, Mark and Mike agreed to represent the board on this committee. Patty Stringfellow and I will serve as staff representatives. I have been collecting materials since that time. I hope we can schedule a time for a meeting in January.

This month Mike and I both attended a very informative program on "Techniques for Asset Development and Building Endowment Funds" sponsored by the Jasper Foundation. Much of the information given was new to me, so I was glad that Mike was there also. His familiarity with much of what was discussed will be helpful when our committee meets.

System Administration: Sheila attended the Gates Grant workshop last week. We do not qualify for free equipment; however we can purchase the high-powered computer workstations for $2,800 each. They are loaded with a huge amount of free software. If we purchase any PCs, we will get free training and technical support.

The State Library has set aside money to purchase at least 1 PC for each library system. They are hoping to have money to purchase 1 PC for each branch, but will start at 9.9% poverty level branches and work their way down until their money runs out. Poverty levels of are branches are: Wheatfield - 8.01%, DeMotte - 8.19%, Rensselaer - 7.55%.

Problems with our Disaster Recovery Web backup and with our firewall installation have been fixed. The CPU from the donated server has been successfully installed in the Rensselaer server that had a faulty CPU. All worked perfectly in November!

Sheila created a Computer Troubleshooter Help Guide for the use of the designated computer troubleshooter at each of our branches. They are delighted! With these, they will be able to assist other staff and patrons with some computer issues which they previously had to refer to Sheila.

Sheila is also writing instructions for the use of our new digital camera. She will train each branch separately in January, so all may use this camera.

Technical Services: The Migration Committee will meet on Thursday, Dec. 14 to analyze the automation proposals due from vendors on Monday, Dec. 11 at 3 PM. This may be an all day process. We hope that all four vendors in whom we are interested will submit proposals. Board members interested in taking part or having a look at the process are welcome to drop in at any time that day.

Rensselaer: Big news for the Rensselaer Walking Books Program. Kris Mays made 63 walking book visits this month, delivering 143 items! Some of these homebound (or nursing home bound) patrons are permanently homebound. Others are temporarily homebound because of medical crises. News of the service seems to be traveling fast. Kris's warm manner and ready smile certainly help to make the service popular.

Kris and Glenda provided an Internet training class for the Healthy Families group. Glenda showed the Spanish-speaking group how to use the Spanish version of Alta Vista. Kris worked with English speaking individuals.

Four local organizations have provided decorated Christmas trees for the Rensselaer Friends' Christmas Tree Walk. In addition, 6 elementary school classes provided wall versions of trees for the tree walk. Patrons vote for their favorite by placing canned goods in the baskets provided under the trees. Food will go to the Food Pantry.

Jackie has completed four successful Harry Potter book discussions, each one attracting small groups of all ages, children and adult. She held one successful evening story time and will do others in December and January, at patron request. A high school class of developmentally disabled students came for a tour, book talk and library instruction.

In honor of National Children's Book Week, we held a drawing for an Arthur book and doll.

DeMotte: Rachael Cavinder had a baby girl, Catherine Ruth, in early November.

A Make It-Take It Program offered during parent-teacher conferences was enthusiastically received. Several parents expressed their gratitude for this program. The Junior Honor Society assisted Charlotte with the day-long program attended by 79 children.

The Town of DeMotte replaced three dead bushes along the sidewalk. A wired doorbell system was installed after several battery-operated doorbells were stolen or destroyed. Vandalism continues to be a problem. On a few occasions, the cement caps on the brick pillars along the stairs have been pushed off, library signs have been stolen and some chalk graffiti has been drawn on the benches. The police will make a point of inspecting more often. Rebecca is making arrangements to have the caps permanently cemented to the pillars.

Wheatfield: The Friends decorated Christmas trees in library and meeting room; staff decorated the rest of the library.

After their first book discussion in November, nine adults enthusiastically made plans for monthly book discussions, with different persons agreeing to lead each session. A Christmas craft program in November was also successful.

Wheatfield had its first town-wide Open House. Diana visited four of the participating businesses and hopes the library can participate in this event next year.

Diane read to 5 daycare classes and 3 second grade classes. She also gave a tour of the library to a Boy Scout troop.

NILBA dinner: Mari Anne, Sue and I attended the NILBA dinner at Phil Smidt's. You may want a short overview from them of the points brought up by the architects presenting the program.

Director's Activities: I spent a good bit of time this month doing performance evaluations of my outstanding staff. I also held a JCPL Management Meeting and attended a Directors' Meeting at the Lowell Library.

Remember that we will meet at USA Family Restaurant, on the northeast corner of the courthouse square at 5:30 PM for dinner. **Please** contact me if you are unable to attend the dinner or the December board meeting or if you have any questions about material in your packet.

Director's Report
December 2000

Workshop Approval: I would like approval to send both Jen Evers, Technical Services Librarian, and Sheila Maxwell, System Administrator, to the Computers in Libraries conference in Washington D.C. in March. INCOLSA-discounted registration fee is $128 per person. The big expense, of course, is the 4 days of hotel expense and the airfare. However, this is the most useful continuing education opportunity either Jen or Sheila attends each year and I feel it is important that they attend. Total cost is about $900 each.

Board Policy Changes: The Policy Committee has reviewed the LCD Projector Policy and the Circulating CD ROM Policy and recommends that no changes be made. If you approve the Consent Agenda and Consent Agenda Items, you will approve making no changes in these policies.

Looking ahead in 2001: A final decision will be made by the end of January on a **library automation system.** Much staff time and effort will be involved in installation and training to use the new system. In addition, we will have to rewrite many of our procedures. We will have decisions to make on the format of circulation statistical reports. The board may discover new report formats they find more informative than the old ones.

We have $100,000 in the Capital Projects Fund to spend for this purpose. This will not cover all costs. The board will need to decide whether to use LIRF funds (or operating funds earmarked to be transferred to LIRF during the year) to pay expenses in full, or whether to spread costs over 2 years, using year 2002 Capital Project Funds to cover remaining costs. Implementation and training is often easier when the library is closed. We may ask you to make a decision on whether to close the library for a few days during this period. No board decisions are required until the February meeting.

We will put a **fundraising plan** into action this year. This might include creating a brochure and making additions to our webpage. It might entail presentations at meetings of community organizations. The board/staff fundraising committee will

discuss the many possibilities. We may advise a push for funds to use now, or we may advise a push for funds to add to our endowment fund to provide a stable added source of annual income in the future.

We will have decisions to make on the **expansion of the Wheatfield Library**. Do we want to contract for a feasibility study? Approach the school board about property? Negotiate for a new piece of land? We will need to decide the amount of added square footage we want. We will need to make fundraising plans. In which year will we be ready to begin building? When should we apply for a Community Focus Grant? Should we try for a Build Indiana grant? When? Are there other available funding sources? Those are all board decisions. The staff, at the same time, will need to work with interested board members to visit other libraries and determine what features we want in our new library.

Heating, leaking and insulation problems at the DeMotte Library need to be addressed this year. (More discussion below.) If we can successfully resolve these issues, we may finally rid ourselves of the recurring headaches we have had since the new buildings were completed. That would be a real accomplishment!

This should be a busy but exciting year.

DeMotte building problems: We have received a proposal from Precision Controls for HVAC improvements. Some components of the proposal may not be necessary. The total proposal cost is about $82,000, much higher than we were led to believe.

Right now, DeMotte is experiencing serious ice damming and leaking problems as we did two years ago. The cause is most likely a lack of adequate insulation in the attic area, which causes snow on the roof to melt, then freeze in the gutters as ice. As more snow melts, then freezes, an ice dam is formed along the edge of the roof, preventing further melted snow from dripping off the roof. It works its way under the shingles and into the building along seams in the metal roof.

We know that the inadequacy of the heating system is at least partially caused by too much of the heat escaping from the rooms into the attic. We have been told by some that it is cheaper to add heating capacity than to increase the insulation. No one has shown us figures to prove this. I think it is time to have this study done. Adequate insulation might negate the need for the extra heating coil and other measures planned to increase the heat.

I have sent Precision Control's heating proposal to SIECO (engineering consultants who advised us on this problem) to get their opinion. SIECO will also send investigators to look at the insulation problem. They cannot do this for about 2 months. In the meantime, we might continue to have inadequate heat when temperatures are below zero. This may be something we must live with a while longer. We might also have further leaking if the rest of the winter is similar to this first part. We are going to have a contractor put heat tape in our gutters and downspouts to lessen the chance of further ice damming.

Fundraising Committee: The fundraising committee (Anne-Marie, Mark, Mike, Patty Stringfellow, myself) will meet at 5:00 PM at the Rensselaer Library, prior to the board meeting to begin planning for the library's financial future.

System Administration: We decided that we will upgrade our 56K Sprint datalines connecting the computer network at Rensselaer to the branches this year. They will become 256K lines, with the bandwidth to allow speedy transmission of data even with our new high power library automation system. Sheila has applied for USF (Universal Service Fund) discounts to cover about 53% of the cost of the lines. We will be able to stay within our networking budget even with the more expensive lines.

You can ask Sheila to answer any of your questions about this or other aspects of our computer network when she gives her annual report at board meeting.

Migration Committee activities: The Migration Committee spent a full day analyzing the four proposals received for new automation systems. The next step is to get answers to questions concerning some of the proposals. By the February board meeting, the committee will have a recommendation for the board. Following this, negotiations with the preferred vendor will occur. If agreement can be reached, a contract should be ready for signing by March.

Rensselaer: Patty Stringfellow, Rensselaer Librarian, completed her MLS as scheduled in December, with a 3.84/4.00 GPA (grade point average)!

The Christmas Tree Walk brought 4 decorated Christmas trees to the library, and 6 wall-mounted Christmas trees from Monnett's 1st grade classes. Patrons and staff voted for their favorite tree by placing cans of food under the tree. Two hundred twenty-seven food items were donated to the local food pantry through this project. Tri Kappa was the winning organization. The winning children's class was given a new book for their classroom. The winners were also honored with a bookplate in a new Christmas book for the library. The Friends donated the books.

Patty and Jackie will be working with the Head Start facility in Kniman which provides services to Spanish-speaking adults and children. After a presentation to the students, they will distribute user's guides and library card applications, both written in Spanish.

They will return in a later week, bringing the new library cards. They are considering taking a core collection of books to the site twice a month on Fridays, allowing students to check them out at that time. Although the students may have transportation to the library, they tend to feel uncomfortable going to places where communication could be a hindrance. Taking materials to them could help us serve a population which might otherwise go unserved.

Wheatfield: Snow has created problems at all our libraries. Snow removal costs have rocketed. Wheatfield has one area where ice damming has caused a leak into the building. Hamstra's will investigate the need for added insulation in that spot.

Dee Opolski celebrated 5 years of employment at the Wheatfield Library this month.

NILBA dinner: Wednesday, January 31, at Teibel's Restaurant.

Director's Activities: Studying the library automation proposals, both before and after our daylong meeting, took considerable time. Making decisions about library closings due to weather conditions also took time. Because I was on vacation a good part of the month, I spent a lot of time preparing for January board meeting and handling year end tasks.

Board of Finance

Officers: The officers of the library board are normally elected at the January board of finance meeting to hold the same positions on the Board of Finance. You will need to make a motion to that effect.

Newspapers for public notices: Normally, the board votes to make the KV Post and Rensselaer Republican the newspapers to receive our legal advertisements and public notices. This must be decided by board vote.

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Director's Report
January 2001

Annual report: I have enclosed a copy of the annual report for 2000 which we are required to send to the Indiana State Library. I know the format is not the easiest to read! If you have any questions, please ask. I'll give you a divider to make a special place in your Board Notebook for it.

Library Survey: In our long range plan, we stated that the director *and boa*rd would create a "Satisfaction Survey" form to be completed by both library users and nonusers in the month of April every other year beginning in 2001. It was to cover the areas of library hours, materials, and books on cd and DVDs (which at the time we did not have in our collection.) I attached a copy of the proposed survey form (R15).

We will ask library users to complete the survey in the library during one week in April. The question is: how to reach nonusers. I propose that we send the survey by mail to 128 randomly picked (the first and last name on each page of the Rensselaer telephone directory, which includes all of Jasper County) persons. Enclosed would be the survey, and a self-addressed stamped envelope. Possibly, we would include some sort of incentive to complete the form. That hasn't been worked out yet. The cost of postage would be $84. Do you feel this is a wise use of money?

What we might find out about nonusers is whether library hours are a problem, what other reasons for nonuse they have, and how we could better satisfy them. We might also be educating nonusers on materials in the library of which they are not aware.

If you think of questions to give us more information about nonusers, let me know!

DeMotte building problems: Heat tape is not yet up. The total cost will be under $1000. Our insurance adjuster has recommended giving us $5,800 for repairs from the water damage. We feel this will more than cover the cost and possibly pay for the heat tape also. If we later find that we have damage to a wall (as we did six months after the last incident), we can ask for more.

Jim Staton has applied for Rebuild America status on behalf of the Industrial Foundation. This qualifies us to apply for an Energy Audit. I have applied.

Board meeting location change: The May board meeting is traditionally scheduled for the DeMotte Library. At this time the DeMotte Branch Manager and Children's Specialist give their annual reports to the board.

Beginning this year, the board has set the May board meeting as the time for the director's evaluation. This entails an executive session before the board meeting. To keep the meeting from being overly long, and to keep DeMotte staff from having to delay their report until later in the evening, I propose that the April meeting be held at DeMotte, and the May meeting in Rensselaer. Does this meet with your approval?

Fundraising Committee: The next meeting of the committee is scheduled for 5 PM Monday, April 9, before the board meeting. This meeting would now be held at the DeMotte Library. Do you have any problems with this?

System Administration: Sheila's Automation Counterparts group is providing a wealth of information about how to purchase good computers for the lowest price, how to handle various problems common to all the libraries, etc. What a good group!

In December, Congress passed the **Children's Internet Protect Act (CIPA or CHIP)** AND the **Neighborhood Protection Act**, as feared. The acts are almost identical, and basically REQUIRE that schools and libraries receiving E-rate (Universal Service Funds) TLCF and/or LSTA funds have in place:

1. Policy of Internet safety that must include an **Internet filter** of some sort on ALL computers for the public with Internet access, to protect against access to visual depictions that are
- obscene
- child pornographic
- harmful to minors

We can disable the filter for adult use, *if* the adult convinces us that s/he is using the Internet for "bonafide research or other lawful purposes".

2. The difference between the two acts is that the Neighborhood Act says the Internet safety policy must also address how the library will handle
- Email, chat rooms, etc.
- Hacking
- Unauthorized disclosure, use or dissemination of personal information about minors

It must develop the policy *after* conducting a public hearing or meeting about the proposed Internet policy and base the policy on sentiments of those at the public hearing.

In June 2001, we will have to certify (in order to receive Universal Service Fund discounts) that we are at least working on meeting these requirements. By the next year, we will have to have the system in place. For receiving LSTA grants, we might need the system in place by the end of 2001. Regulations are still being written. These laws will be fought vigorously in the courts, but until they are ruled unconstitutional, we must abide by them or give up our discounts and LSTA grants. I'll keep you posted.

We received word this week that we will receive a $5000 LSTA grant to partially pay for a server we will need as part of our automation project.

As we move to a new automation system, it may be necessary to increase our network capacity (from 56k to 256k) to get quick response from our system. No one has found a way to increase the speed between DeMotte and Rensselaer because DeMotte is in a different LATA (Local area telephone something). The line between those two libraries is much more expensive because of the LATAs. Furthermore, we are told they can't put in the necessary equipment and don't know how we got anyone to put in the 56k equipment either. We are still researching this and other options. Sheila and Think Tank (our computer consultants) are also looking into the feasibility of wireless communication for this line.

Sheila recently emailed the DeMotte and Rensselaer obituary databases, to be uploaded onto the NICCL website with other genealogical information from other NICCL libraries (Northern Indiana Computer Consortium of Libraries).

Another computer-related concern: DeMotte and Wheatfield libraries both received letters from Business Software Alliance, an alliance of several computer software companies including Adobe, Apple, Microsoft and others, notifying us that they will be cracking down on businesses in the area using unlicensed copies of their software. We have the month of February to comply. After that, if they contact us, we must show proofs-of-purchase for all licenses.

Do they have a right to do this? We don't know, but we have no desire to cheat anyone. We planned to delay purchase of 3 MS Office licenses we know we need until closer to migration, so we would know how many licenses we actually need and could purchase enough to get a price break. We will purchase now. We may have other software which staff has downloaded to their own computers which is not meant to be free beyond a certain time period. We will check all computers and make sure we are in compliance.

Book discussion groups: Each library now has a thriving book discussion group. To make it easier to obtain the required number of copies of each book, agency librarians decided to purchase multiple paperback copies of 6 books each year. These books could be used in different months at each library, and then be loaned to other area libraries for book discussion purposes. In the past, we requested copies from surrounding libraries to meet patrons' needs.

DeMotte: The library just completed a major collection-shifting project. Videos are in the public area. Large print and books-on-tape are in a more visible area where they can expand. New books have moved to a new area.

Track lighting was installed in the southwest corner of the Children's Room making a dim area bright and inviting.

Rebecca feels that adding the 16 hr. per week clerk has allowed the library to provide better desk coverage and, thereby, better service. Circulation was up 8.5%.

A high school student in KV's alternative program now volunteers at the library 10 hours per week. Staff looks forward to working with him.

In addition to group Internet classes, DeMotte now offers Internet classes for individuals by appointment, and patrons are ecstatic.

Service to teens, a difficult group to serve, is increasing as several high school classes and a 7th grade class have come to the library for visits and instruction.

Rensselaer: This month, the library showed a 12% increase in circulation over last year. Staff donated several boxes of paperbacks to the County Jail. Patty set a goal for her staff of recruiting 35 patrons to participate in the Winter Reading Program. 70 were recruited, with 39 participating at this time.

Patty reports that the Friends gave the library $1,038 during 2000, contributing to a number of library projects.

Jackie, Kathryn and Patty gave a presentation about library services, and handed out library card applications to Spanish-speaking children and adults at the Kniman Headstart center. At their second meeting, they delivered the new library cards, bringing books which the group checked out. At the request of the ladies, they will try to add some Spanish language cookbooks and books about women's health issues to the library's collection. They plan to return each month with books for the group to check

out. Patty reports that "they are a wonderful group, very enthusiastic and appreciative of our visits. They are easy to work with, although most do not speak English."

A high school special education class has begun to make regular visits to the library. Jackie gave them a tour and showed them how to use the research computers on their first visit. They also checked out books.

Jackie spoke at Monnett's Career Day this month. She will be making regular visits to the Playscape Preschool and the After School Program at CDC Resources each month.

Wheatfield: Diana reports that she is pleased with staff coverage at the library now that hours of two employees have been increased. Scheduling meetings and finding time to work on projects without interruption is now easier.

Diana explained the revised meeting room policy to Dr. Turngren, pastor of the church that meets in the Wheatfield Library. He was not happy with our interpretation of church offerings as "donations or free will offerings". (R11, R13 include both the letter you asked for stating his future plans, and the explanation from Diana of his stand on the policy.) I have referred this issue to Kent although Diana has since talked to Dr. Turngren and he appears resigned and willing to abide by our policy.

Bank accounts: From time to time during the month, Gail needs to see if a certain check has cleared the bank or otherwise check transactions in our library account. She discovered this can be done via the Internet, but needs board approval. Apparently, without specific approval of the board, only persons authorized to sign library checks (Mark and Tim) are authorized to access our account by Internet, even for viewing purposes.

I would like you to approve allowing Gail to apply for "viewing only privileges" (in other words, she is not authorized to do online banking). This simply allows her to look at our account, see the balance, what checks have come in, etc. This will be a big help to her in her work.

Director's Activities: I have written the Library Survey and started the rest of the staff working on 2001 goals in our Long Range Plan.

In November, northwest Indiana directors discussed the problem of finding well-qualified librarians holding masters' degrees in library science from ALA (American Library Association) accredited schools. We decided to see if this was a statewide problem. I posted a query on an Indiana library Internet listserv and received many

impassioned responses agreeing with our concern. (I also received a response from IU School of Library and Information Science "explaining" why they closed their regional campuses and why they might even have to close the Fridays program in Indianapolis which Patty just completed.)

As chair of the Continuing Education Committee of ISLAC, I called a meeting in Indianapolis in January to discuss this subject, after the quarterly ISLAC meeting held that day. The State Library, noting the amount of response to my inquiry, appointed a staff person to work with us to find out what solutions are available to us. Maybe we will actually make things happen! We have a follow up meeting in February.

January is a month to complete year end reports and submit the state annual report. I attended an all day meeting with TLC, our automation vendor of choice. Gail and I attended a meeting on the state Deferred Compensation program (a 457g program toward which staff have contributed for some years). The state is changing the administrator of the program. We wanted to see what the changes would mean to us.

On **Tuesday, February 13**, Patty and I will attend the **annual ILF (Indiana Library Federation) Legislative Day 2001** in Indianapolis. Representative Mike Smith will meet us there. We have not received word from Senator Brandt Hershman. This day is an opportunity for Indiana libraries to let our legislators know our needs. In the morning, library personnel will get an update on our legislative program and what we need to tell our legislators. At the luncheon, a presentation will be made to the group as a whole. I will prepare some facts about JCPL and what state money for INCOLSA and the state library has meant to us, what Internet filtering (as proposed in bills offered by state legislators) would mean to us, etc. to talk to Mike about.

I never asked board members if they would like to attend, although legislators are more likely to listen to constituents like board members who have no vested interest in library funds, than to us. ***If a board member would like to attend with us, please let me know immediately and I will make a reservation.***

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Director's Report
February 2001

First of all, we had a great month! Circulation was up at all libraries, over the same month last year. Program attendance was up at all libraries. Registration is up over the same time last year.

Policies for Review: Neither the staff nor the board's Policy Review Committee saw any need to change the Fax Machine Policy (p. 125) or the Staff Complaint Policy (p.146.) Therefore, the Policy Review Committee recommends that the board approve the two policies as written.

DeMotte building problems: We had our Energy Audit this month. I may have some preliminary recommendations for you on Monday as a result of that audit. For the braver, more curious and more computer-literate of you, their draft report is on a website they have made for us (I was impressed). Just go to http://onsite.let.com/demotte. The login is "audit" (without the quotation marks) and the password is "building".

Automation Contract: We have completed negotiations on our contract and we are delighted. The original proposed cost was $154,000. From this we deleted about $27,000 worth of computer workstations which we can purchase on our own more economically. We removed the Performance Bond ($3900). We added two modules normally costing about $3000 each per year. We added five user licenses (priced at a total $8,450).

Because of the work of our knowledgeable consultant, Dick Boss, we will be getting everything we wanted for a total cost of $117,000! At the last meeting, you had approved negotiating, with the understanding that the cost would be approximately $124,000. To get that price, we had planned to eliminate two modules, which we were not sure we would use. They remain in the project, included in that $117,000 cost, although we will not install them (or pay for them) for 24 months.

I would like to have the contract available for your approval at the March board meeting. However, we may not have the draft in our hands and approved by our attorney by that time. I am including the final Negotiation Points in your board packet since these are the issues that are of concern. Kent looked over the proposed Negotiating Points and suggested changes which were incorporated in the final

negotiating points upon which all parties have agreed. Mike, TLC is already registered to do business in the State of Indiana.

Online databases: NetLibrary has now been added to library resources. This adds an assortment of up-to-date nonfiction books to our resources--in e-book format. Patrons can look up the title they want, skim through the book and download the parts they need. Once some technical problems are addressed, patrons will have remote access to this collection.

Library Web Page: Those of you with Internet access at home should take a look at our new webpage. (www.jasperco.lib.in.us) It is completely reorganized and is much easier to use. Jen and other staff put a lot of thought and time and effort into this project.

Library Comment Boxes: All three libraries now have "suggestion" boxes available for patrons in order to find ways to improve library services to meet patron needs.

Technical Services: We have started receiving "Automatically Yours" books from Baker and Taylor. This is a service which we have not participated in previously. It allows us to receive popular books as soon as the bookstores receive them. Each of our libraries lists the *authors* whose new books they wish to receive as soon as they come out. If they want 3 of each book by a certain author they note that. Then the books come automatically without going through the usual order process. Staff is surprised at the timeliness of the arrival of these books.

System Administration: Galaxy terminals are dying slowly. Sheila has distributed the last working replacement terminal. Hopefully, no more will die before we migrate to TLC, since we will not need "terminals" for TLC and don't wish to buy any.

We need a new web server. The web server runs the Internet, our firewall, and our webpage and does a few other technical tasks to make our network run. At present it is has too little memory to perform all functions correctly, and requires Sheila's attention each day to keep it going. We did not put enough money in our Technology budget to replace it. I would like the board's permission to take $6600 from line 3.94 (Transfer to LIRF) of our Operating Fund budget to fund this purchase. This is the kind of expense that our LIRF (Library Improvement Reserve Fund) is set up to cover.

Certain equipment problems led us to believe we might need additional electric service in our computer room. We have added a great amount of equipment since we moved into the building. Our electrician checked and concurred. He will add another circuit soon.

A good bit of Sheila's time this month was spent on licensing issues, due to the letter from the BSA. We have purchased several licenses for WinZip and Office to be in compliance.

We have "multiplexers" to sell which no longer work with our system. Max Crawford, Mike's son, has consented to try to sell these on E-Bay for us. We have no idea how this works, or if anyone is still using multiplexers! We will see.

DeMotte: DeMotte held an open house to encourage the public to come in and check out their new materials layout. Several big changes have been made.

They were pleased to have 173 persons participate in their Adult Reading Program!

Due to their popularity, Charlotte had to add a fourth weekly Story Time session this month. Rachael is now taking some of the load off Charlotte by doing some booktalks and preschool visits herself.

Marlene provided an Indiana Room Resource class for staff and one for the public.

I have enclosed a letter I received concerning the DeMotte Library and its helpful staff. I made copies of this letter and sent it to our state Senator and state Representative, telling them to think of people like this when they vote on library issues.

Rensselaer: Healthy Families is a part of the Visiting Nurses Association Support Services which provides caseworkers to do home visits for expectant parents or new parents in troubled homes. Librarian Kathryn Weed has made arrangements for these caseworkers to take library books into these homes on the request of their clients. It was a complicated procedure to set up; we will see if it works. The objective is to get library materials into the hands of individuals who might not otherwise use the library.

The Friends of the Library are planning the following activities for 2001: April 28 book sale; June 24 Antique Appraisal Seminar; October 16 Fall Festival; December Christmas Tree Walk. Their main emphasis for the year will be to increase membership.

Jackie, Kathryn and Patty visited the Kniman Head Start center, checking out 33 Spanish-language items to parents taking English language classes there. They will visit Kniman every three weeks.

Jack Standish made and donated a beautiful oak table to hold the Friends of the Library bulletin board.

Sharon hosted some very successful programs including an evening program on Living Trusts which attracted 40 people and an afternoon program on Sandhill Cranes which was attended by 14.

Jackie added a new twist to her Story Times by arranging for programs for mothers, to be held during the Story Time period. Thirteen mothers attended the 3 programs held one week.

Wheatfield: A program on Alzheimer's Disease attracted eight persons, while 10 attended their book discussion group. Fifteen are signed up to start sign language classes this month.

Director's Activities: As chair of the Continuing Education Committee of ISLAC, I attended a Continuing Ed meeting in Plainfield this month. We are making headway, I think, in exploring ways to provide an ALA-accredited MLS degree for interested Indiana residents. Surveys will be done this summer to pinpoint pockets where the need is greatest. Other out-of-state library schools will be contacted to see if there is a way for them to serve our students. Funding will be sought to make up the difference between in-state and out-of-state costs. A report will be made at each district ILF (Indiana Library Federation) meeting in the fall. By next spring they hope to have at least one new educational opportunity available.

The PLA Symposium, attended by Jill Tachtiris (Reference Specialist, DeMotte), Kathryn Weed (Librarian, Rensselaer) and I, was wonderful. We each attended a different workshop. Kathryn attended a Digitization Workshop, because one of our long term goals is to digitize (make available on computer) all of our Milroy documents. She found out both how complicated and expensive this could be, and ways in which it could be feasible for us to do. She will continue to explore this topic at an ILF program next month.

Jill attended the Emerging Technologies Workshop where a host of excellent and well-informed speakers talked about such topics as e-books (books read on computers). We are watching the ballooning number of libraries offering e-books to their patrons. Jill learned all the problems and the advantages. After purchasing our digital camera, and our color scanner/printer/copier, we still have a little money left from the Fendig money given to us last year. We plan to purchase an e-book reader with this, so that staff can experiment, become more familiar with how it works, and determine whether they wish to recommend to the board that we offer this service.

I attended a workshop on Building the Perfect Library and got much helpful information, particularly about lighting, carpeting, budgeting, and little tips that made me think "I wish we'd done it that way when we built last time".

Legislative Day in Indianapolis, with Senator Brandt Hershman as Patty and my guest at lunch was a success, I think. He truly seemed to listen to what we had to say about library needs, asked intelligent questions and seems to have his own conviction that libraries are important. As a child he "lived" at the old Wheatfield Library.

Jasper County has a good chance of receiving a $5,000,000 grant from Eli Lilly for meeting the educational needs of the county. I was invited to participate in one of several planned "Town Hall meetings" (as did Mike Crawford) at the Carnegie Center to get input on what the greatest needs of our residents are and to what degree we are presently working to meet those needs. It was an interesting process.

This month we had a marathon Management Meeting as we reviewed and revised our long range goals for 2001. I also attended a Northwest Indiana Directors' meeting in Crown Point and a Capital Projects Fund workshop in Merrillville.

I will be taking vacation time from Wednesday, March 21 through Monday, March 26, to visit my mother in Arizona.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Director's Report
March 2001

Capital Projects Fund: The Board will hold a public hearing at the April board meeting to hear comments concerning our advertised Capital Projects Fund Plan. (See March board packet, R 30 & following) Later in the same meeting, you need to vote on whether to adopt the Capital Projects Fund plan. Following adoption, we will submit the plan to the County Council for approval. This is an annual activity.

DeMotte Library Annual Report: Rebecca Gibson, DeMotte Branch Manager, and Charlotte Fagen, Youth Services Specialist, will report on the past year's achievements and changes, and the future plans for the DeMotte Library. Your questions are welcome!

Workshop approval: I would like to send Jen Evers, Technical Services Librarian, to the annual conference of the Ohio Valley Group of Technical Services Librarians in Lexington, KY (cost: $85 plus 2 nights lodging). I would also like to send Kathryn Weed, who coordinates Rensselaer's volunteer program, to the Midwest Volunteer Conference at Valparaiso University (cost: $45). Kathryn has attended this before and found it very useful. I need your permission to send staff to these two workshops.

In March, Diana and Rebecca, managers of the Wheatfield and DeMotte branches, attended Personnel Basics, the first in a two year series of workshops which are part of INCOLSA's new Management Institute. These workshops are designed to give library managers overall training in legal issues, personnel management, long range planning, library budgeting and finance and many other practical topics which are not sufficiently covered in library school. They pronounced the first program "excellent beyond expectations". We have set aside continuing education money to send 3 managers to each program.

Our youth services specialists/librarian attended a workshop on Reference for Children this month and returned with enthusiastic comments.

Automation Contract: Our contract has been edited, reworded and, finally, approved and signed for a total cost of $117,000. If anyone would like to examine the entire contract, please let me know so I can bring a copy to the meeting. We expect to pay $108,400 this year. $8,600 will be paid in two years when we add the acquisitions and serials modules and the training to go with that. We will spend $100,000 from our

Capital Projects Fund (CPF) and $5,000 from our LSTA grant. The other $3,400 will come from our operating budget, line 3.94, Transfer to LIRF.

There *will* be additional costs. Gaylord will charge us an as-yet-undetermined amount to extract our data from Galaxy so that it can be downloaded into our TLC system. Because we need Windows 2000 on the new TLC workstations, we will need to upgrade some software used on those workstations since it will not work with Windows 2000. Money for those expenses will come from the $50,000 we have set aside in 3.94 to transfer to LIRF (Library Improvement Reserve Fund) at the end of the year. If we use it, obviously we will not transfer it. The board already approved spending about $6,500 from 3.94 for a replacement web server. We do not expect to touch the $23,000 presently in the actual LIRF, even considering that we may also spend some of the $50,000 in 3.94 for DeMotte building repairs.

We have already included in our operating budget the funds to purchase the necessary TLC workstations. We have prepaid Think Tank for technical support hours which we will need to make sure the TLC software works correctly with our network.

Milroy document collection: In an informal telephone poll, the board agreed to allow us to take some of our Milroy artifacts to the Rensselaer Middle School for a program. At the board meeting, the board needs to officially vote to allow us to do this. We will not take anything which could be damaged by moving it in its present condition.

As I searched for better ways to protect a couple of the artifacts we would like to display, I have had conversations with personnel from the Indiana State Museum and Indiana War Memorials and a textile preservationist recommended by them. We will be receiving an estimate of the cost of properly protecting these two items.

These folks were very excited to hear about our unique collection. I was asked if we had ever thought of a short term loan of portions of the collection for display at the Colonel Eli Lilly Civil War Museum housed in the Soldiers & Sailors Monument on the Circle in Indianapolis.

As a result of my research, it has become apparent that we have some very valuable documents and artifacts. Patty Stringfellow, Rensselaer librarian, and I feel we have been negligent in our efforts to properly preserve this historical treasure. At one time in the early 1980's, we obtained a grant that allowed a librarian to catalog and encase a *portion* of the paper documents in archival protective covers. But these documents still reside, with the other unprotected paper documents , a cloth map, etc. stacked in an unlocked chest in the workroom. We are going to try to find an authority who would come, examine the collection, tell us what we have, and how it should be properly

preserved--and, perhaps, insured. We SHOULD be able to share this collection with the rest of the world.

Perhaps we will find we need to obtain a grant to fund the preservation efforts. Perhaps we will be able to do this in conjunction with a museum. This might offer more grant opportunities and more skilled labor. Perhaps we will find that we *cannot* properly protect and preserve these items in our building. At that point the board would have to make some decisions. We feel the investigation should take place, however.

System Administration: Max Crawford has sold two of our multiplexors on E-bay for a total of $51 plus shipping. That's $51 more than we would have if we had simply discarded the outdated hardware!

We have a new electric service line in the computer room to help support our equipment.

DeMotte: Be sure to look at the "Between the Friends" newsletter of the DeMotte Friends of the Library to see how the Friends plan to spend up to $2950 of their funds to support the library's needs!

Charlotte gave staff a refresher on what to do in emergency situations: what to do if the fire alarm sounds, how to turn off water if pipes leak, how to turn off the boiler and how to turn on outside lights manually. I mention this because we seldom review these procedures and then find ourselves in trouble when an emergency arises. I think it speaks well of the DeMotte staff that they are thinking ahead!

Rensselaer: The staff stuffed 100 bags for Cooperative Schools Transition Day, which will be April 10. They placed pencils, library users' guides, magnets and a letter in each bag. The letter congratulates each graduate and highlights some library resources and services they may wish to take advantage of as new graduates.

In May, one of the library's Senior Volunteers, Bill Bertram, will offer Internet Training classes for seniors. He is currently a volunteer with the Adult Learning Center in Crown Point. He has a strong desire to help other seniors get hooked up to the information highway. If his May class is successful, we will offer more classes on patron demand. He is also interested in being an AARP-certified tax preparer for us next year. At present, only the DeMotte library offers this service.

Wheatfield: Wheatfield will be replacing the folding chairs in the meeting room with molded plastic stacking chairs similar to DeMotte and Rensselaer's. They are more comfortable, but also quite a bit more expensive. In the past, Wheatfield has loaned

its folding chairs to people in the community. We do not plan to allow the loan of the molded plastic chairs. Do you agree with this decision?

The KV area garden club presented the library with a check for $150 for gardening books.

Sign language classes were offered this month at Wheatfield and were attended by persons of all ages from children to senior citizens.

Wheatfield expansion: I am wondering if you feel it would be useful to arrange a meeting between one or more board members, myself, and the co-superintendents (if that is the correct title) at KV Schools, to talk about our Wheatfield space needs, timetable and plans. I worry about continuity if one superintendent leaves and a new one comes on board who is not aware of our previous request and the possibility of our making the request again at a later date. What do you think?

At the same time, it might be good to review the arrangement we have with KVSC concerning the east parking lot at DeMotte. The parking lot is the property of the school corporation, leased to us for 25 years, with the understanding that we would build it and light it and the school would maintain it. It is in need of resurfacing and striping at present. It might be good for the new superintendent to be made aware of this agreement, which was documented in board minutes but not well enough (in my opinion) in the signed contract. I would like there to be no question of responsibility in the future.

Director's Activities: I have told you of our efforts to explore ways to provide an ALA-accredited MLS degree for Indiana residents. IU has evidently just informed those attending MLS classes at IUPUI that:
1. SLIS (IU School of Library and Information Science) is discontinuing their new MIS (Master of Information Science) program at the Indianapolis campus and
2. they will be strengthening the MLS (Master of Library Science) there with more emphasis on "professional" library work. They will even be hiring an associate dean to oversee the program at the IUPUI campus.

This is wonderful news. Previously, we understand, the dean of the library school was using funds targeted for the MLS program to support his pet MIS program, to the detriment of the MLS program.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet. AND REMEMBER THAT THE APRIL MEETING IS AT DEMOTTE.

Director's Report
April 2001

Capital Projects Fund: The County Council held their hearing on our Capital Projects Fund Plan on Tuesday evening, May 8. I hope to be able to announce their approval at our board meeting.

Internet filtering: On R 13-14 you will find a summary of the ramifications of CIPA (Child Internet Protection Act) for our library. At some point the board will have to decide whether to allow our Internet workstations to be filtered.

I don't think it is necessary for the board to make any final decisions at this time. Rules may change. The courts may rule the law unconstitutional (but probably not before we have to make a decision). Filtering software may be developed (although it is unlikely) which actually can prevent illegal text and graphics from being viewed on computers without blocking legal (constitutionally protected) materials.

Board reappointment: You will be happy to know that Anne-Marie has been reappointed to serve another 4 year board term by the Rensselaer Central School Corporation.

NILBA Dinner: You have probably received your invitation to the NILBA dinner to be held on Wednesday, May 30 at the Pavilion Skyline Buffet at the Trump Hotel Casino at Buffington Harbor in Gary. The speaker is a highly-regarded consultant on the planning of library facilities--both new and renovated. In fact, Diana and I will be attending a 2 day INCOLSA workshop at which he will be the presenter later this summer. We must know what board members (and spouses?) will be attending by May 18. If you could let me know at board meeting, that would be helpful.

Continuing Education: Many staff attended ILF (Indiana Library Federation) Conference programs this month. All three agency librarians attended the second session of the INCOLSA-sponsored Management Institute, which focused on personnel and employee performance issues. Said Patty Stringfellow, "It was a wonderful workshop....It made me realize how well we have our ducks in a row at JCPL. We handle personnel issues just as the experts suggest we should. We are ahead of many libraries on this one and should be proud of ourselves!"

Sheila attended a PC Security Workshop at INCOLSA and received good information on NT/2000 security. She received a list of 15 "to do" items, with explicit step-by-step

instructions, which she must be sure to set up on our NT server and Windows 2000 workstations.

E-Reference Service: We unveiled our new E-Reference service this month! This is a method by which patrons can ask reference questions through our web page and staff will answer the questions within 48 hours. We had just two persons who used the service during this first month, but that's a start. We will do more publicity!

Automation: We have sent all required data to TLC, attempting to extract our records from Galaxy ourselves. I hope to be able to tell you by the time of board meeting whether we were successful. We are still waiting to hear from TLC. If we were not successful, and have to go through Gaylord to get data extracted, it will cost us an extra $10,000-$12,000!

We have received our training computer from TLC. Jen then created training packets for each module (circulation, cataloging, OPAC). Every employee will be required to go through the exercises in the packets on the training computer to become somewhat familiar with the way the system works. When the system is installed toward the end of the summer, we will need to close the library for 2-3 days to go through intensive training with an instructor sent from TLC. The training computer will give us a little advance familiarity.

We must order about 25 new PC workstations to replace the dumb terminals which were used as Galaxy OPACs. Sheila wants to order them immediately, so she has time to configure them before they are needed. This presents a storage problem, since each computer comes in two very large boxes. Lafayette Bank and Trust has come to our rescue. They are offering us a couple of empty, lockable offices in which the computers can be stored. Sheila then can take one or two at a time to unpack and configure as needed. We are very grateful.

System Administration: We are presently having our new Web Server installed. Unfortunately, this installation has been very problematic. Our web page has been down for almost a week and will remain down until at least next Monday when Think Tank can come back to complete the installation. Hopefully, after this upgrade, future upgrades will be easier, since we are moving from Novell 4 to Novell 5 with this web server installation. (It's ok if you don't understand this. I don't either.)

DeMotte HVAC problem: Design-Aire, engineering consultants, sent two engineers to spend a day at DeMotte investigating problems. They will be back this Thursday to take a final look and confirm their findings. We agreed that they would consult with Precision Controls before issuing their recommendations, since Precision may be aware

of some problems that impact their actions. They have sent me a preliminary summary of the modifications that need to be made. It is included in your packet (R 9-12). Don't worry if a lot of it is Greek to you. I can explain more about various items (I hope) at the board meeting.

At the May meeting, you must vote on whether to allow us to request quotes from contractors on these recommendations. We must do it quickly in order to have final costs to include in the application for the "Public Facility Energy Efficiency Program loan" which must be submitted by June 8. They indicate that the budget is expected to be within the $100,000 loan limit of the PFEEP loan. I had assumed that we might have to use some LIRF funds to augment the loan. It would be great if we did not!

DeMotte: We had 124 adults and 59 children visit our booth at the DeMotte Expo. Wheatfield and DeMotte staff and Friends of the Library manned the booth throughout the day. Charlotte Fagen served on the DeMotte Expo Planning Committee.

During National Library Week, daily drawings for prizes were held. One hundred ninety-seven people entered their names for the drawings.

Renee Carr has added a booktalk to her monthly visit to Oak Grove Retirement Home. It went well and she plans to do more. A copy of the May Community Connection will be available for you at the board meeting. It has an entirely different and very professional look, thanks to Renee's creativity and new desktop publishing software.

Rensselaer: Refreshments were served and Dewey, the library mascot, made an appearance during Patron Appreciation Day, April 2. Volunteers served as hostesses. The Friends of the Library sent a beautiful flower/balloon arrangement to celebrate National Library Week, and baskets of books were won by drawing by one lucky adult and one lucky child.

Glenda and Patty gave a presentation on General Milroy to over 100 8th grade students and teachers at the Rensselaer Middle School. Many questions were asked by interested students. Patty reports that Glenda did a phenomenal job of preparing for the event and presenting the artifacts and background information to the students.

The Friends of the Library once again offered a Patron of the Week drawing every week in April. Each Friday, a lucky patron won $5 cash from the Friends. The Friends, staff, and library volunteers earned over $300 at their semi-annual booksale in April.

At least 165 people stopped at the library's booth at the Chamber of Commerce Life Style Expo 2001 held at the Fairgrounds. The booth featured materials on home care and gardening. They distributed pencils, notepads, magnets, the library newsletter and other library literature. Handouts on our Genealogy Services were particularly popular.

In the wake of dwindling attendance at after school programs, Jackie is making plans with St. Augustine School, Monnett Elementary and the Jasper County Youth Center to take some after school programs to those locations in the future. All three locations offer after school services. Jackie also hosted an author visit in conjunction with Van Rensselaer Elementary School's Title 1 Program. An author program was also hosted by Charlotte at the DeMotte Library in conjunction with KV Schools' Title 1 author visit.

Wheatfield: Wheatfield's adult reading contest is proceeding nicely. Prizes are $20 gift certificates to two Wheatfield businesses.

During National Library Week, a good number of patrons tasted the homemade cookies offered at an open house. Staff made the cookies. Our library mascot, Dewey, made an appearance and a drawing was held, offering gift certificates to Barnes & Noble book stores, thanks to the generosity of the Friends of the Library.

Diane was busy this month, reading to 5 day care classes, Headstart and three 2nd grade classes. She gave a tour of the library to a Girl Scout troop and held an experimental evening storytime to which only 3 children came.

Staff at Wheatfield, as at all the libraries, are searching answers to Reference Quizzes, created by the library to help staff bone up on their searching skills.

Wheatfield expansion: We are scheduled to meet with the co-superintendents (if that is the correct title) at KV Schools, on Wednesday, June 6, at 2:00 PM, to talk about our Wheatfield space needs, timetable and plans. I told Iran Floyd that we also wanted to review the arrangement we have with KVSC concerning the east parking lot at DeMotte. The parking lot is the property of the school corporation, leased to us for 25 years, with the understanding that we would build it and light it and the school would maintain it. It is in need of resurfacing and striping at present. It might be good for the new superintendent to be made aware of this agreement, which was documented in board minutes but not well enough (in my opinion) in the signed contract. I want to forestall questions of responsibility in the future. This may also be a good time to discuss the plan to connect the DeMotte Library to the wireless Internet system which will be installed in the KV schools this August. Sheila and I hope to meet with Think Tank and Bob Heid, Technology Coordinator at KV Schools before that time.

Director's Activities: I attended the INCOLSA board meeting, ILF, management meeting, ISLAC (Indiana State Library Advisory Council), a focus group meeting evaluating the LSTA grant program, and a Northwest Indiana Directors' meeting this month. At Anne-Marie's request, I worked on a "Disaster Plan" for board members and staff to use if the library's director were suddenly and unexpectedly absent from work either permanently or for a long period of time. I hope to complete that by Monday.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

Director's Report
May 2001

Capital Projects Fund: The State Board of Tax Commissioners approved our Capital Projects Fund. We are now advertising their approval. Citizens have 10 days to petition for a hearing on the matter. If no petitions are received by June 18, the County auditor will certify to the State and our Fund will be approved for next year.

Continuing Education: Children's staff attended a very useful Story Time workshop. Staff at DeMotte completed another round of "reference quizzes" designed to help them become more familiar with the reference resources in the library and on the Internet. Diana and Patty attended the third and last Management Institute session for the spring. This one focussed on policies and policy making. Another series of three all day workshops on different management topics will be held this fall.

In addition, Jen attended and enjoyed the annual conference of the Ohio Valley Group of Technical Services Librarians, held this year in Lexington, Kentucky.

Automation: We have successfully extracted the data from our Galaxy system and sent it electronically to TLC. This will save us $10,000-$12,000.

I told you last month that when the new system is installed, we would need to close the library for 2-3 days to go through intensive training with an instructor sent from TLC. Installation is scheduled for the week of August 13. Training is the week of August 20.

I would like your approval to close all libraries on Monday and Tuesday, August 20 and 21 for training. On Wednesday and Thursday, DeMotte would reopen, staffed with persons trained earlier in the week. Rensselaer and Wheatfield would remain closed. On Friday, all libraries would be open for business, using the new system.

The TLC trainer can train 10 persons at a time. Those 10 will be trained on basic operations (Circulation procedures and OPAC) on Monday and Tuesday. Three of those will then train others on Wednesday and Thursday. Others will man the DeMotte Library so it can open. The TLC trainer will train certain staff in Systems Administration, Reports and Cataloging the rest of the week.

Library Surveys: User surveys were filled out in all our libraries during April. DeMotte continued to collect surveys in May. We received about 475 surveys. We received only about 15 responses from the 85 non-user surveys we mailed out. I hope to have a synopsis of the results ready for board meeting.

Young adult surveys were distributed at the Rensselaer Middle School, thanks to Jackie and Middle School librarian Lisa Baugh, who also works as a Rensselaer Public Library page. The 400 responses will give staff at all the libraries better ideas about programs and prizes to attract these students to the public library. Jackie also distributed information about the young adult summer reading program.

System Administration: Installation of our new web server was very difficult. Our web pages were down for a week. Hopefully, future upgrades will be easier, since we moved from Novell 4 to Novell 5 with this web server installation. (It's ok if you don't understand this. I don't either.) Each month, I list a few of the tasks which occupied Sheila's time during the month. This month, I thought you might get a better idea of the scope of her job as Systems Administrator if you could read her actual monthly report. It is appended to your board packet. This will be a "one time" event.

Library Home Page: Jen, Technical Services Librarian, spent time updating our web pages. Many Internet links were updated. She added a search engine to the front page. In this way, our webpage users can more quickly get to the spot they want. The company offering this free homepage search engine also gives us a list of the top 20 search terms or phrases which our users accessed. In just one week in May, 110 searches were made on our web site!

Jen added six Spanish language search engines to our page, so that Spanish speaking users can search Spanish language Internet sites.

In addition, she added G.A.R. (Grand Army of the Republic Society) records compiled by Glenda. The records give various information about the veterans who fought for the north in the Civil War *and* belonged to G.A.R. Society, Jasper County Post 84.

DeMotte HVAC problem: Design-Aire, engineering consultants, produced a set of drawings and specifications for recommended improvements to DeMotte. We invited a number of contractors to give us quotes on various portions of the project. Quotes were opened and read on Friday. Today or tomorrow, we will determine which quotes to accept, which bid items to proceed on and which to eliminate. If you remember, we must do this quickly in order to have final costs to include in the application for the "Public Facility Energy Efficiency Program loan" which must be submitted by this Friday, June 8. The budget should be within the $100,000 loan limit of the PFEEP loan.

DeMotte: DeMotte's Summer Reading Program for children started near the end of May. Rebecca reports that 1628 items were circulated on the first day of the program! DeMotte will offer summer reading programs for children, young adults and adults this summer.

Rebecca and Renee designed a fantastic promotional booklet advertising DeMotte's programs for the coming quarter. Hopefully, it will entice patrons to read about the programs and mark their calendars!

This month, Georgia author Carolyn DeLoach came to both the DeMotte and Rensselaer libraries to talk about her book Shadow Chasers.

DeMotte has had several run-ins with birds this month. Birds had a nest in the attic. It was quite noisy for 3-4 days. Then one of the birds managed to fall all the way to the bottom of an interior wall. It took several hours, but they did rescue it, using a fishing pole and a net and getting to it by popping a ceiling tile. It was more difficult than it sounds. The next day, 7 motherless ducklings were discovered trotting about the patron parking lot. With the help of others, they were rescued also.

Rensselaer: Bill Bertram, a senior citizen volunteer, offered two Internet classes for Seniors in May. Both were very successful. Consequently, he will offer a monthly Senior Internet class the first Wednesday of every month. We are lucky to have him in the community.

The Vertical Files (pamphlet files) are being phased out. For years they have provided valuable information on many subjects to our patrons. Wheatfield began limiting theirs to travel information several years ago, noting they were seldom used. Rensselaer is scaling theirs down to a few still-used subjects and a travel section. Vertical files are very labor intensive to maintain. Staff must read monthly "indexes" of available materials, write for each individual pamphlet, and sometimes send checks for $1.00 or $3.00 with the requests. Then the pamphlets must be cataloged and processed when they arrive. It is not worthwhile if they are seldom used. With the availability of this information on the Internet, the staff has determined they are no longer needed.

Jackie and Patty spoke to 36 adults and 15 children at the monthly meeting of Healthy Families. These are at-risk families. Because they meet at the library, we have an opportunity to acquaint them with the ways in which we can help meet their needs.

Remember the Rensselaer Friends' June 24 Antique Appraisal Seminar. I have enclosed a flyer. The Friends have donated $325 to the library for the summer reading program. Some will be used as prize money for the Young Adult Program. The rest will be used to purchase a paperback book for every child that completes the program.

This is the first year Jackie has received permission to talk to Van Rensselaer Elementary School classes about the Summer Reading Club. Since she spoke to all 3 schools, almost 1,000 Rensselaer area children are now aware of the program.

Wheatfield: Both staff and patrons are very pleased with the new meeting room chairs. The old red (or brown) folding chairs were sold.

The staff is happy that Wheatfield Clerk Nanette Speacht speaks Spanish. She was instrumental in getting some books returned by a Spanish-speaking patron who did not clearly understand the library's rules. This is not to say that we regularly have problems with Spanish-speaking library patrons. In fact, Patty and Jackie, who regularly take books to adults in the ESL (English as a second language) classes at Headstart in Kniman, have reported they have *no* problems with books being returned and that their patrons have been very responsible.

Diane read to 5 High Hopes Day Care classes, 3 second grade classes and Headstart. She spoke about the summer reading club program to all the Wheatfield Elementary School classes and, with Charlotte, to the Intermediate School 4th and 5th graders.

The church group that has been meeting at the library on Sundays has found a new home where they will meet, beginning in July.

Director's Activities: A lot has been accomplished this month. Patty and I worked on a revision to the fundraising brochure proposed for the use of attorneys, CPAs and others working with clients' estate planning and tax concerns. I asked a CPA and an attorney to review it, to see if it included the information they would need to advise clients.

Gail, Patty and I attended the Budget Workshop. We have started working on the 2002 budget. I met with Agency Librarians to discuss their needs for next year. The Budget Committee will meet later this month.

We must have a new Technology Plan in place by the time we apply for LSTA grants this fall. Sheila and I drafted an updated plan to be reviewed in June by the Management Team and then referred to you for your input and approval. A progress report on our present Technology Plan is on page R 11 in your packet.

Preparations for the DeMotte renovations took considerable time. I attended a meeting with Design-Aire (our engineers) and Precision Controls. I attended the Contractors' walk-through of the facility, held at DeMotte on May 22. Gail and I opened the DeMotte quotes last Friday, in the presence of two of the contractors.

Please contact me if you are unable to attend the June board meeting or if you have any questions about material in your packet.

Director's Report
June 2001

Photo Opportunity: We are preparing a Powerpoint presentation to introduce the library and its services to community groups. One of the pictures we need in that presentation is a picture of the Library Board at work. So be prepared for some picture taking at the board meeting.

Capital Projects Fund: There were no petitions against our Capital Projects Fund; we will receive final approval from the State Board of Tax Commissioners soon.

Board member oath of office: I forgot to ask Anne-Marie to take her oath of office at the last board meeting. We can have her do this at the July board meeting. You may want to talk about whether you like the idea of taking the oath of office at board meetings and who should administer it, or whether you would prefer that we do it privately between board meetings.

Staff anniversaries: Sandi Hesterman, Library Assistant at Wheatfield, celebrated her 5 year anniversary at JCPL. Rose Howard, Janitor at DeMotte and Wheatfield, celebrated her 15th year anniversary. On July 23, Kris Mays, Rensselaer Library Assistant and Ginger Vis, DeMotte clerk and Wheatfield janitor, will both celebrate their 5 year anniversaries at JCPL.

Continuing Education: Diana and I attended the first session of a two-part workshop on Planning and Managing Library Facilities. Very informative! It made us want to move ahead with the planning process quickly. I gave an "HVAC Tutorial" to help Rebecca and Patty better understand the complicated heating, ventilating and air conditioning system in their libraries. Marlene attended an INCOLSA workshop called "Indiana On the Net" which highlighted the local history information available on the Internet.

DeMotte HVAC problem: Letters have been sent to KV Electric (replacement of bulbs and ballasts), and Precision Controls (various project components) stating that they are the apparent low bidders. Area Sheet Metal received a letter stating they were the apparent low bidder on the boiler replacement and coil installation, but that a final decision had not been made. Design-Aire, our consultant, is still working with the two companies to find the lowest cost for this part of the project.

KV Electric would like to order the bulbs, ballasts and other supplies necessary to change our present lights to energy efficient ones and to install motion sensors in

bathrooms to control lights and fans. Their part of the project will cost about $20,000. It seems to me that even if we did not get the PFEEP loan, we would want to spend the money to get this work done. It will lower our electric bills, and it will decrease the amount of heat in the attic, which contributes to ice damming.

We have money in 3.94 (Operating Budget)- Transfer to LIRF, that could be used for that purpose, if money in our repair budget runs out. Do you agree that it would benefit us to do this work, even without the loan? If so, I will tell them it is safe to order the materials. They cannot begin the work or bill us until after August 9, when we find out whether we have been approved for the loan. If we get the loan, it will not cover any work done *before* that approval.

The specifications state that "Successful bidder(s) shall furnish Performance Bond and Labor and Material Payment Bond in amounts equal to one hundred percent (100%) of the contract sums...." However, because we have worked with KV Electric for years, they have a good reputation in the community, and their work is only $20,000, I would like to waive the Performance Bond requirement. How do you feel about that?

Migration to TLC: Jen is working very hard on migration. So many issues must be dealt with. Cleaning up the book records that will be transferred from Galaxy to TLC. Getting our Collections process to work with TLC. Finding new ordering software that will work with our Windows computers. Determining the amount of training needed before we open to the public. Staff is getting some advance training through use of the TLC training computer.

Sheila is having a very difficult time setting up the 25 new computers. They must be loaded with Microsoft Windows 2000 in order to work as TLC staff workstations. Windows 2000, unfortunately, has not been designed to work easily with the Novell networking system, which is what we use. It is designed to work with Microsoft Windows NT, which we must use with TLC. The problem is a knotty one and Think Tank is working with us on it.

We find that TLC has added a customizable "portal" called YouSeeMore (see R 27). As we understand it, when a person accesses the JCPL web page, they have the option of clicking on "Search the Catalog". When they click on that, they would see a page similar to R 27, but customized by us to offer the information we choose. Then to search the catalog, they type in the words they seek in the box at the upper left part of the page and hit "go". Anything printed in blue type on that page can be clicked on for further information. It's just a nice extra, at no extra cost.

Wireless network to DeMotte: We talked previously about the difficulty in getting datalines with broad enough bandwidth to DeMotte (at a reasonable cost). Sheila and I met with ThinkTank, Midway Electronics, and KVSC Technology Director Bob Heid, and have determined a workable plan. The KVSC Board will be discussing and, hopefully, approving this plan at their July 9 meeting. Details will come later. You can see a diagram outlining the plan on R 25.

Basically, we would connect with KV High School by Internet from the Rensselaer Library. The High School will connect with a Midway Electronics tower through a transmitter on top of the school. The tower will send the signal on to a transmitter on top of the DeMotte Elementary School. We will run a fiber optic cable across the parking lot from the DeMotte library to the school. Before Midway Electronics came into the picture, this would have cost us almost nothing (probably) except whatever administrative time the school spent dealing with our connection. However, KV found it cost-prohibitive to erect its own towers. They will be paying Midway Electronics about $400 monthly for the high school to DeMotte Elementary connection. We would pay some portion of that cost.

I suggested to Bob Heid that we pay $150, since they will have a huge number of computers connected to the network and we will have many less. If we had accepted NITCO's proposal for a 256kbps dataline, we would have paid almost $800 monthly. When our 256kb dataline is set up between Wheatfield and Rensselaer this month, we will pay about $500 per month for that line. However, we will get e-rate discounts of over 50% on that. During this first year (July 2001 to June 30, 2002), I assume that KV will not be able to get e-rate discounts on their $400 monthly bill. By next July, they will get about 50% discounts. At that time, we also should drop our payments to $75 from $150. That was just my suggestion, to get the negotiations started.

Midway Electronics gave us an alternative proposal which would give us our own completely wireless network between all three libraries. It was much more expensive, however, with a $20,000 initial outlay for equipment and monthly costs of at least $500. And we would still depend on KVSC for a portion of our connection.

Building and ground maintenance: Monthly reports from our three agency librarians are peppered with information on repair of pealing paint, fending off moles, replacing electrical outlets and broken windows, improving landscaping, elevator repairs, etc. Our agency librarians do a superb job of inspecting buildings and grounds and keeping up with repair and maintenance needs of our libraries. We are told library users tend to treat buildings with care if the buildings show no signs of deterioration. Patty, Rebecca and Diana take their responsibility in this respect very seriously although it is far from their favorite task.

Library programming: Summer reading programs were well selected and well-planned and the high attendance at all three libraries is a testimony to that. Even more exciting is the number of *young adults* participating in the various young adult reading programs at the libraries. Fifty registered at Rensselaer, 21 at Wheatfield, and 33 at DeMotte. The innovative young adult programs at DeMotte and Rensselaer are also proving successful. That is a real coup!

Diane, Wheatfield Children's Specialist, gave a tour to a group of 41 Spanish-speaking students in grades K-8. We feel we are having some success in making this segment of the population comfortable in our libraries, both at Wheatfield and Rensselaer.

The Antique Appraisal Seminar, which Patty has worked for a year to bring to Rensselaer, was a resounding success. Sponsored by the Friends of the Library, this well-planned, well-publicized program attracted 95 persons. Karl Gates, Antique Appraiser from Palatine, Illinois, impressed the audience with his knowledge and the wealth of historical background he was able to give when appraising each of the 115 items submitted. We have had requests to repeat the program and hope to do so next year.

Also at Rensselaer, the Internet classes for Seniors continue to be a big success. The July 18 class is full, six are signed up for the July 11 class, and we have a waiting list for the August 1 class. The response to this program has been overwhelming.

DeMotte: For years, the library has had a recurring leak in the magazine area. The wet spot on the ceiling tile appears sometimes, but not always, after a rain. We have had a roofer, contractor, and heating mechanic look for the cause. It is apparently a leak from the outside, rather than a water pipe. The latest theory is that one of the exhaust vents on the roof has a shield that does not keep out rain coming from a certain direction. Precision Controls' charge for installing different pipe caps: $975.

They are not positive that this is the cause of the leak. We plan to get onto the roof and pour water down one of those pipes to see if we can duplicate the leak. If it appears that improperly designed caps are the problem, I propose to see if a local contractor could do the repair work at less cost than Precision Controls.

Rensselaer: When you are in the library, check out the new display units purchased to promote the library's collections. They are quite nice.

Rensselaer Library had a Relay for Life team. Lisa Rusher did a tremendous job as team leader, making the event fun for participants who were staff, Friends of the Library and some loyal patrons. We were sponsored by Northwest Indiana Internet Service

(NWIIS) who paid our entry fees. We were able to raise $1,400. Jasper County Relay for Life raised a record $135,000 for research to find a cure for cancer! We will participate again next year and do even better!

Fundraising Committee: The Fundraising Brochure has been completed. It is the result of much thought and many revisions by Mike Crawford, Patty Stringfellow, Renee Carr and myself. A copy will be in your folder at the board meeting.

Policy Committee recommendations: The Policy Committee has indicated no desire to make changes in the Public Relations/Information Policy. If you approve the Consent Agenda items, you will approve leaving this policy as it is presently written.

Please contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Director's Report
July 2001

Budget Hearing: The August board meeting is the advertised time for the hearing for our 2002 budget. If taxpayers wish to be heard, the board should listen to their concerns. You are not required to take any action at this time. You are required to discuss their concern at the September meeting and vote whether to make any changes to the budget before voting to adopt it.

Capital Projects Fund: approved

Universal service discounts for July 2001 to June 2002: for pager service and telephone and data lines--approved

Treasurer's bond: Mark must take an oath of office for this.

Extended hours: At the July meeting you tabled a motion to increase hours at DeMotte by opening one more evening per week. You decided you first wanted to know the viewpoint of the DeMotte librarian and wanted an analysis of figures from the October 2000 People Count.

I analyzed the number of persons entering the library after 5 pm each day. On Monday, October 16, 33% of the people entering the library that day (77 persons) entered after 5 pm. On Tuesday, 23% (61 persons), on Wednesday 12% (26 persons), on Thursday 27% (48 persons). On Friday and Saturday, the library closes at 5 PM.

Rebecca Gibson, DeMotte branch manager, will attend the board meeting to answer your questions before you make your decision.

Continuing Education: Diana and I attended the second part of the two-part workshop on Planning and Managing Library Facilities. Diana commented that she felt it was one of the most valuable workshops she has attended on building and renovating libraries.

Two Wheatfield staff members attended an INCOLSA Word 97 workshop at the Lake County Public Library and felt they came away with a lot of helpful information.

Marketing the Library: The Wheatfield Friends of the Library will send a letter to the parents of each newborn in the area, including a list of parenting books available in our library. They will also enter a float in the Wheatfield Town and Country Days.

We purchased ad space in the Rensselaer Chamber of Commerce publication to be distributed to new residents, hotels, realtors, etc.

Our three Children's Specialist/Librarians created the Fall Teacher Reacher, an annual bulletin we hope will acquaint all teachers in our schools with the library's services.

Transfer of funds: The board approved spending $15,000 for Design-Aire Consultants to provide plans and specifications to resolve DeMotte's HVAC problems and reduce energy costs, to provide assistance to obtain competitive bids, and to provide periodic construction phase site visits. We charged Design-Aire bills to 3.12 (Engineering & Architectural Services), but do not have funds allotted to that budget line. We would now like board approval to transfer $15,000 from 3.94 (Transfer to LIRF) to cover those costs.

I would also like board approval to pay further Design-Aire bills for helping us obtain our PFEEP loan with money transferred from 3.94.

At a later date, we may need board approval to transfer money from 3.94 (Transfer to LIRF) to pay for the wireless network between Rensselaer and DeMotte. The cost will be $4,160. We may find, however, that our Networking budget will cover this.

PFEEP Loan: On Thursday, August 9, I will attend the meeting of the Indiana Recycling and Energy Development Board in Indianapolis, and will learn at that time whether we will receive our PFEEP Loan.

Migration to TLC: We are still working on the many aspects of the migration to the new library automation system. The new data lines between Wheatfield and Rensselaer should be installed within the next week. The new system will be installed the week of August 13. The library will be closed August 20 and 21 for staff training. On Wednesday, August 23, all three libraries will be open for business again.

Sheila has finished setting up all our new Win2K PCs and has almost all installed in their final locations.

We are working on configuring our new OPAC front page the way we want it. That's the page you see when you go to the OPAC to search for a book. Editing is still under way, but if you would like to get an idea of how it will look, go to the following URL: http://12.145.57.29/ysm/jasper/. It is very different from what you see now.

Gates Computers: Each library has a new "Gates Computer", paid for with State Library funds. You will remember that we were too prosperous a community to qualify for a *free* computer given by Bill Gates. However, the State Library found enough

money to purchase Gates computers for each library not qualifying for free ones. Patty has experimented with Rensselaer's computer and says it is an "awesome resource." It is very quick and loaded with state-of-the-art programs. It will greatly enhance our electronic resources and will be a handy tool to use when school is in session again.

Building and ground maintenance: The tree removal at Rensselaer should begin later this week. Thus far, in response to our newspaper article, we have received only one angry complaint from a resident who said we had made this decision in a very sneaky manner. She scoffed at the idea that trees that had not fallen and killed anyone in the last 100 years would suddenly be dangerous to public safety. I imagine we will receive some complaints when the trees are finally down, since the appearance of the corner will be drastically changed.

Rebecca is waiting for bids on some landscaping at the DeMotte Library. She wants to replace mulch with stone on the steep slope between the daylilies and the front entrance of the library. She wants to replace some struggling junipers on the hillside, to add 3 yews at the north side of the west meeting room entrance and one dwarf evergreen to the south of that entrance. Stone would surround the evergreens. Stone, laid on top of landscape cloth, would also replace weeds and ground cover at the staff entrance.

The DeMotte meeting room carpet is heavily stained and coming up at the seams. We wondered if we needed to replace it; however, a carpet expert believes a professional can remove the stains. The carpet could then be reglued. We hope to have this work done this summer.

DeMotte: The recurring leak in the magazine area is definitely from rain getting into the building. Whether it is through improperly designed vent caps on the roof or through a leak in the rubberized portion of the roof that has escaped our eye, we still do not know.

Of course, the BIG event occurred at the DeMotte Library on July 17 when an automatic relief vent for the heating system blew, inundating the circulation desk and workroom areas with a water/glycol mixture. Because it happened before we opened, a great deal of water drained out, soaking desks, carpet and ceiling tiles over a large area. A color printer and a monitor were destroyed. The workroom copier and two typewriters had to be cleaned. They may still develop rust at a later date. No books or other materials were damaged. Insurance will cover the costs.

The library was closed for 5 days while the heating system was checked and repaired and the building was cleaned and made ready for business again.

The manufacturer found nothing wrong with the vent, which separated at a soldered point. A metallurgist is doing further tests. When Precision Controls investigated, they found that all vents of this particular construction were separating at that same point. The vents were replaced with a different type. Because they were not indicated on blueprints, they had to be found through a visual search. It is still possible that one or more could have been overlooked.

Wheatfield found themselves busier than usual during the 5 days that the DeMotte Library was closed.

DeMotte Library Heat Tape: After the ice damming in January, we ordered heat tape for the roof and gutters of the library to prevent the problem from occurring again. Then we began looking at other ways to resolve heating and energy loss problems, resulting in our application for the PFEEP loan. The heat tape has been paid for but never installed. Although we are not adding additional insulation to the ceiling to keep heat from escaping, the new lighting will create less heat in the attic area. That could help. It is not *guaranteed* to stop the problem.

DeMotte has had too many emergency water problems. I would like to do everything possible to prevent another one. Rebecca and I recommend that we proceed with the application of the heat tape. This should cost us no more than an additional $500. Hopefully, it will not be too noticeable. What do you think?

Rensselaer Library beverage policy: We have talked on occasion about the coffee shop library concept. The Rensselaer Library would like to experiment on a smaller scale with beverages in the library. They would like to change the policy, for this library *only*, and allow beverages in covered containers to be brought into the library. We might add a few more wastebaskets to encourage proper disposal of empty cups.

A number of libraries have indicated they had *no* problems with such a policy. As one library noted, "We have had this policy for a year now with no spillages at all and, no, no spillages on a computer." We might post a sign that says "Beverages in covered containers welcome". Would you approve their making this change in the policy at the Rensselaer Library?

Milroy Collection: A historian from the Indiana State Museum will visit our library on September 5 to discuss our collection and how best to preserve and protect it and yet make the documents accessible to the public.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Director's Report
August 2001

2002 Budget: At this meeting, the board must pass the 4 budgets for 2002: Operating Fund, Bond and Interest Redemption Fund (BIRF), Library Improvement Reserve Fund (LIRF), and Library Capital Projects Fund (CPF).

Continuing Education: Several staff attended training in the use of the new Gates computers which have been given to us. Kathryn attended a Digitization Workshop.

Library Circulation: I am very happy to report that our circulation is up 6.2% over the January-August 2000 circulation. We are delighted, especially since DeMotte was closed 5 days in July and we were all closed 2 extra days in August. I see no reason why this will not continue and give us a year-end circulation higher than last year. Last year's circulation fell below the circulation of the year before. I do not ever remember that happening since I have been working here. Some librarians believe that decreases in circulation are due to increased Internet and online database use. I tend to believe that it is still mainly due to a phenomenon which has always been noted in public libraries: in years when the economy is good, people have the money to buy books and use the library less. In years when the economy is bad, people use libraries more.

PFEEP Loan: Our loan for $87,785 has been approved. We will receive a contract from the state indicating terms of repayment shortly. In the meantime, the DeMotte electrical work is almost completed. Contracts for Precision Controls and Area Sheet Metal for the heating repair work are being prepared.

DeMotte Building Repairs: Design-Aire Consultants is working with us to determine the cause of the heating pipe leak. They have advised that we add no chemicals or glycol to the boiler water, waiting until the new boilers are installed and putting the proper additives in then. The cost would be too great if we had to do this twice. We hope, therefore, to get the contracts signed quickly for the repair work, so we can get started before we need heat. Kent is presently examining the contract language.

Dick Frame, our Precision Controls mechanic, asked a representative of Certified Labs to look at our heating water to determine if the water could be undermining the soldered fittings. In Dick's experience, the businesses he services which use Certified Labs for their water testing and treatment have beautifully clean boilers, etc. This is not always true of those businesses using Chem-Tech, the water treatment firm we use. I plan to switch to Certified Labs.

One of the things their representative told me is that glycol needs to be changed in a heating system every 6 to 8 years. At that time, the glycol has acidified to the extent that it can cause chemical reactions in other metals in the system. He also said that some glycol comes with additives that lessen this effect. Both he and Design-Aire recommended the same brand of glycol which we should use in the future.

Migration to TLC: The migration to TLC consumed a great deal of staff time at all branches, as we learned how to use the system, and worked out various problems. We have successsfully migrated to TLC, with very few hitches. The worst "hitches" involved telecommunication problems. Sprint was almost a week late in getting Wheatfield's faster 256k line up and running. Their computers worked very slowly for the first few days.

At DeMotte, the wireless connection was in place on time--but we discovered that it only allowed *TLC* to travel across it. The Internet could not travel through it for the first week. Our computer network (file sharing, email, etc.) had to use our old 56k dataline for that week. Midway Electronics could not come up with a solution. ThinkTank came to our rescue with a temporary fix which might become permanent if Midway does not find a permanent solution on their own. We are not happy with Midway's failure to resolve these problems, since they led us to believe they could handle all our needs through the wireless connection. Sheila will be talking further with Midway.

Jen did a wonderful job of fielding all the problems that arose, the procedural issues that surfaced, the thousand and one questions with which she was deluged by the rest of the staff. It felt chaotic to us at times, but it went much more smoothly, we were told, than the migrations of many other libraries.

As Patty stated in her monthly report, "The Rensselaer staff was nervous, yet excited about learning a new system....Opening day was a snap due to their positive attitudes, calm manner and camaraderie. We have mastered the basics and most of the more difficult tasks as well. We are off to a great start."

Sheila was delighted to discover that she needs to do very little to maintain the TLC system.

After the move to TLC, we have a great deal of leftover computer equipment and supplies which we can no longer use. Sheila has determined which items might be usable for someone else and which must simply be discarded. A few things we may try to sell on our INCOLSA listserv to other Indiana libraries. We will consult Think Tank for

Meeting room carpets were professionally cleaned and reglued. The difference is amazing. Ballasts and lights have been replaced. There is quite a noticeable difference. The lights are less harsh, easier on the eyes, and make the library appear more warm and inviting.

Rensselaer: The trees in front of the library are gone. The trimmers did a good job of cleaning up and reseeding the area. They noted that once they started taking the trees down, they found them to be in worse shape than expected, and confirmed that we were wise to make the decision to remove them. One entire tree was ready to come down in a high wind.

We will meet with Bill Brown soon to determine whether to replant now or in the spring. Several persons have expressed interest in donating a tree. We have had many questions about "why we did it", but no more grumbling once our reasons are explained.

Staff rearranged shelving during August to create a better shelving area for our popular Books on Tape. Jack built a beautiful oak display unit for the children's department and shelving was rearranged in the children's area to accommodate this.

The new computer system was introduced to a special education class from the high school. The next day, all 7th and 8th grade students from the Rensselaer middle school received a tour of the library, listened to a book talk and was shown how to use our new catalog. Lisa Baugh, middle school librarian and JCPL page, worked with Jackie to arrange the tours.

Jackie conducted all her fall toddler times and story times, as she prepares for her upcoming maternity leave.

A successful BACK To SCHOOL Reading Program was held at both DeMotte and Rensselaer in August. Over 30 children participated in each location. For items read, they had a chance to win such prizes as a backpack, school boxes and school supplies.

Wheatfield: The Friends created a wonderful float for the Town and Country Days parade. It featured huge "bookcovers" of well-known books, drawn free-hand by several artists who are members of the Wheatfield Friends.

Milroy Collection: A historian from the Indiana State Museum will visit our library on September 5 to discuss our collection and how best to preserve and protect it and yet make the documents accessible to the public.

ideas of ways to sell some items. Other items of possible interest to the general consumer we will sell at a library equipment sale.

Selling on E-Bay: According to the State Board of Accounts, we may sell items on E-bay if we have board approval. We sold two pieces of computer equipment on E-bay not long ago, through E-bay expert Max Crawford, (son of Mike). We have a few more items which may be good candidates for E-bay sale. There are fees for selling items on E-bay. However, for a $1,000 item, I calculate that fees would be no more than $33.93. For a $50 item, fees would be no more than $9.08. Do we have the board's permission to sell a few specialized items this way, if other ways do not bear fruit? If we sold on E-bay, all monetary transactions would be directly between the library and the buyer. We would also send no items to a buyer until the buyer's check cleared the bank.

System administrator: Sheila's multitude of tasks this month were in support, one way or another, of the new TLC system. She worked so hard to move computers, new and old, to their new homes and reformat them to do their new tasks. Then she had all the old Galaxy equipment to gather up and determine the proper method of disposal (or sale).

She was **most** tenacious in prodding the telecommunications vendors to get their various tasks done so that we had the required service (and speed) at our branches. She worked very hard to make sure the hardware was ready for a smooth transition to TLC. She and Jen did an expert job of setting up the meeting room as a computer training lab. She worked hard to update procedures to accommodate TLC needs. And, of course, she continued to pursue the never-ending job of filing forms for grants, calling Sprint for grant reimbursements, etc.

DeMotte: This month, Charlotte planned two special story hours featuring teen volunteers as storytellers--a treat for the children and for the volunteers as well.

Charlotte also spent a good deal of time working on Arts and Crafts Festival arrangements. The library was closed, as always, on that day. Most staff help in one way or another with the festival.

A new bulletin board in the foyer will be used to promote the library. It will feature a special "Book Notes" section with a "featured booklist of the month". It will also display staff and patron reviews of books.

My Activities: While all were deeply involved in migration activities, I went to Ireland. Well, actually, my role was to write procedures (Cheat Sheets) which staff could use on the first day we were open after the TLC training to remind them of what we learned during training. While I wrote the "Cheat Sheets" before our Ireland trip, they had to be tested against the training we received. Therefore, I attended the Monday training sessions, then spent Monday evening and all day Tuesday refining the Cheat Sheets in accordance with what we learned Monday.

I am including two comment cards received in our libraries Comment boxes. The one from Wheatfield is from a man who previously had told Diana that we should be using our money to buy more books and forget about a new computer system. It is the only patron complaint about TLC that has yet been reported to me.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet. This is especially important since Mari Anne and Tim will not be attending the meeting. We must have at least 4 to have a quorum. Since we are approving the 2002 budget at this meeting, a quorum is crucial!

Director's Report
September 2001

Continuing Education: Patty, Rebecca and Diana continue to attend the Management Institute workshops. This fourth workshop of the year covered Planning with a Purpose. The three cannot say enough good things about these valuable workshops.

Three staff attended an INCOLSA book repair workshop held at the DeMotte Library. Charlotte attended the Children's and Young People's Division conference, while Jill intended an INCOLSA workshop on Government Internet sites.

A number of staff attended either the Indiana Library Federation District 1 or District 2 annual meetings.

LSTA Grant 2002: This year we have the option of applying for a grant of $20,000 for a project that involves more than two libraries (branches don't count) or a grant of $10,000 for a project involving just one library. We are recommending applying for a $10,000 grant to help provide for the replacement of our three Novell servers so that we can upgrade to Novell 5 from Novell 4. We need to do this because some applications are not able to run on Novell 4, and because Novell 4 may not be supported much longer. We also need to install upgraded versions of our tape backup software on each server and we must install hardware and software allowing us to share CD-ROM databases with each branch's LAN. We need the board's approval of this application. (See R21 and R22 for the actual grant application.)

NILBA Dinner: By now you should have received your invitation to the Wednesday, October 31 NILBA dinner at the Blue Chip Casino in Michigan City. I need to know how many wish to attend by October 17. Would you please check your calendars and let me know?

Wheatfield Circulation: Last month we talked about Wheatfield's circulation and the lack of a substantial increase over the 1990 circulation. Because we are considering a Wheatfield building expansion, this is a valid board concern.

I neglected to make a few points during that discussion. First of all, Wheatfield showed a marked circulation increase during 1997, 1998, and 1999. If the same comparison had been made at the end of 1999, Wheatfield would have shown an increase of almost 10% over 1990.

For the year 2000, I had asked Diana to purchase a larger percentage of adult nonfiction and smaller percentage of fiction. That proved to be a mistake for that particular library. Circulation went down by 3500 in 2000 and I feel that was the problem. She has returned to purchasing a larger percent of adult fiction this year. If the rest of the year continues as the first 9 months have, circulation will be up almost 7% this year over last year.

We still have more analysis to do, but I wanted to set the matter straight in this particular area.

System administrator: Sheila has been busy fielding various problems. Our email to the outside world was not delivered for several days because Crosswinds (who delivered our email for us) went out of business and didn't notify us. Once we discovered the problem, Sheila contacted NWIIS, a fairly new ISP in town. NWIIS was more than happy to allow us to use their server to send email at no charge.

We have had several recurring problems with the DeMotte WAN. We believe it was caused when the Midway wireless link went down momentarily. The VPN (Virtual Private Network) then would not come up for 5 minutes or more. Think Tank is looking into the VPN part of the problem. Midway discovered they had a bad radio. Because they could not immediately get a new one, DeMotte may be up and down all this week. This is not good for business, or for staff morale, and we have conveyed this to Midway.

Sheila has been preparing our equipment to sell at the November 3 equipment sale. She has also updated our technology plan to include the recent TLC migration and WAN changes. Before the end of the year, we will write new budget projections for the next three years. We must submit an updated plan (written earlier this year and approved by the board) to the State Library with our LSTA grant application.

Technical Services: Jen has had her hands quite full with numerous clean-up issues involving our new TLC system. She dealt with various problems that arose and is slowly getting the system configured as we need it and teaching staff new procedures where necessary.

DeMotte: The library now has a NITCO-owned pay phone in the lobby. The front doors have new "Welcome to the Public Library" signs which create a friendly and inviting approach to the library.

The Friends hosted a luncheon to honor Ginger Vis and Rose Howard for 5 and 15 years of service, respectively.

Arrangements have been made to have the de-icing cable installed on the roof.

DeMotte Building Repairs: We have decided we must fire up the boiler. It will be filled with water only (no glycol, no chemicals) since it will operate for only about 1 month before it must be drained down so that new boilers can be installed. It has become too cool for the library to be comfortable without heat.

Rensselaer: We have had 3 or 4 persons indicate their intention to purchase one of the 8 trees to be planted in the spring in front of the library.

Rensselaer started off the month with receipt of a thank-you bouquet from the 7th and 8th grade students of the Rensselaer Middle School who appreciated the library tours they received in August.

Over 100 first grade students visited the library with their teachers during Library Card Sign-Up Week. They were treated to a story, a tour of the library, a demo of how to use the new catalog, and were given an opportunity to check out books. New cards were issued to those students previously unregistered.

Patty applied for a Wal-Mart Literacy Grant. If awarded the grant, she will purchase Spanish-language materials and/or materials to learn English or Spanish as a second language.

In the wake of the tragedies on the East Coast, flags were lowered to half staff at all our libraries. Library staff members wore red, white & blue ribbons. The Friends of the Rensselaer Library created a card for patrons and staff to sign. This card will be sent to the citizens of New York City. Many patrons have taken the time to jot some words of sympathy or encouragement.

Jackie Saxon gave birth to a baby girl and will be on maternity leave for three months. Patty and Lisa are taking care of story times and class tours of the library.

Wheatfield: The library offered some unique displays this month. Steve Bubalo's wonderful photos were featured on the art wall. A display case celebrated Indiana Archeology Week with a variety of Indian artifacts borrowed from local residents. Many were found in Jasper County.

We suspect that a patron has breached the security of our Internet. We don't know how this is possible, but staff is watching to see if it did, indeed, happen. If so, passwords will be changed.

PLA 2002: The Public Library Association, a division of the American Library Association, will hold its biennial conference in Phoenix, Arizona, March 12-16. This is a wonderful conference. If any board members are interested in attending, I need to know so that I can book rooms. We plan to go on Wednesday, March 13, attend programs on Thursday, Friday and Saturday morning, and return home later Saturday.

The library will pay all the expenses of board members interested in attending. Staff who wish to attend will each pay $50 towards expenses and must either be members of PLA or pay for their own meals. Employees or board members bringing spouses must pay the expenses of the spouses, including ½ of the room cost, if the room would otherwise have housed two employees or board members.

I plan to go a little earlier or come back later so I can spend time with my mother. Others may wish to make their own travel plans. If so, the library will pay whatever the airline rate is for the rest of our employees making this trip.

My Activities: This was not my favorite month. Duane had open heart surgery September 17 after noticing some symptoms just before Labor Day. I have taken about 1 ½ weeks of sick time due to this. I will continue to take small amounts of sick time as necessary to tend to his needs and get him to medical appointments. He is doing well.

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
October 2001

Continuing Education: Various staff attended Counterparts meetings for programming, circulation, reference, and automation. Counterparts groups consist of staff in similar jobs in northwest Indiana public libraries who meet to discuss their common concerns.

Sheila attended 3 satellite workshops explaining procedures for applying for the next round of e-rate discounts. Several staff attended district conferences in Kokomo or South Bend. Some staff attended a young adult workshop. Our three agency librarians attended the second fall session of the excellent Management Institute. Patty and I attended the Leadership Conference and Legislative Workshop in Bloomington.

Workshop approval: I would like your approval for Gail and I to attend a 1 ½ day Indiana Institute for Public Funds Management put on by the Indiana Fiscal Policy Institute. For the two of us, it will cost $130 plus one night's lodging ($70). Topics will be investment policy, public funds law, and fundamentals of investment.

Tax abatement: We have received notice of a Tax Abatement hearing to be held Tuesday, November 13, 2001 at the County Council meeting. I am including the cover pages. I will have the application papers at the board meeting. Some time ago, you asked that these notices be brought to the board's attention so you could decide if there would be any negative impact on the library. (See R 25-R 27)

Board officers for 2002: The slate of officers for 2002 will be presented at this meeting, but voted on at the December meeting.

Wireless connection to DeMotte: After the week long problem with the wireless connection in September, we were worried about its reliability. On October 22nd, the DeMotte WAN link was down again. Midway Electronics was hit by lightning and much of their equipment was "fried". However, they got us back up by noon. We were happy with the response time.

Technical Services: Jen managed to catalog 321 items in October, in spite of spending the majority of her time on various migration clean-up tasks and teaching staff the ins-and-outs of TLC tasks.

HVAC project: The boiler installation at DeMotte began last week. It is a good week for this, since the weather was mild and they will have no heat for a week.

Our insurance company hired an outside investigator to determine the cause of the July water leak. I will append a copy of his report. He believes that the water quality (monitored and adjusted by Chem-Tech) was the direct cause. I personally think it might also be the cause of all the VAV valve leaks we are presently experiencing. I think it may cause seals to disintegrate. The faster we get the heating water replaced with fresh water with new glycol, the sooner these problems will cease (I hope).

DeMotte: The Grand Kankakee Marsh program had a huge turnout (approximately 100). Rebecca writes that she "got some exercise in quick thinking!" Opponents of the Marsh program had sent out automated phone messages to many residents of the DeMotte area, urging them to attend this meeting to declare their opposition to the program. It could have been a disaster! Instead, Rebecca prepared extremely well, planning how to keep control of the program and obtaining a police presence at the meeting in case of problems. I described her response to various challenges occurring during the evening to other library directors. They gave her high praise for the way she handled the situation (one asked for her name and phone number!).

The roof de-icing cables have been installed. Additional outlets needed to plug in parts of the cable will be installed soon.

The landscaping project has been delayed until spring. Rebecca is investigating security camera options for the front and back of the building. With them, we could monitor damage to the library from those using our property for extreme sports. We have also had some vandalism to staff cars.

Rensselaer: Patty reports that "Approximately 344 attended Rensselaer's Fall Festival this year (246 attended last year). Kids decorated 140 pumpkins, and 114 kids did carnival games. We made over $100 with the cake walk, and collected approximately $50 with the relief fund raffle.

"Jack reports no major spillage, no clogged toilets, no names scratched on the walls of the unlocked bathrooms, no smashed pumpkins."

Patty applied for and received a $500 literacy grant from our local Wal-Mart. She will use these monies to purchase a Spanish language newspaper or magazine, books and/or software for learning English and/or Spanish as a second language, and Spanish language books for Rensselaer's collection.

Patty sent a letter to all 240 new St. Joseph's College students, detailing the services we can offer and inviting them to visit and get a library card.

During the first half of October, Rensselaer hosted COLSA Bear, a stuffed bear sent from INCOLSA (Indiana Cooperative Library Services Authority) to visit various libraries around Indiana. He attended both the Pooh Party and the Fall Festival as well as other library programs. COLSA Bear came complete with traveling case, wardrobe, and scrapbook. We added an "outfit" for him, added pictures of his activities in Rensselaer to his scrapbook, and sent him on his way to the next library on his tour.

Wheatfield Feasibility Study: One of our Long Range Plan goals for 2001 was to commission a Feasibility Study to determine whether our present building could be expanded to meet future community needs on its present location. We have not done this. Do you want to proceed with this study at this time? If so, do you want to ask for proposals for feasibility studies from several architects or do you want to ask just one? The architect doing the feasibility study does not have to be the architect hired to design the building. A feasibility study could cost as much as $10,000 depending on the scope of the study.

Media Minds: Diane Kros and Charlotte Fagen resurrected Media Minds, the organization that brought together the librarians and media specialists in the Jasper County schools to discuss common problems and find ways to share resources. Only six attended, but strong interest was shown and plans are under way for a spring meeting.

PLA 2002: At present, we have 6 staff and board who have stated a desire to attend PLA next March. We may try to obtain some money from our Friends groups to help fund our way to this expensive, but outstanding educational experience.

My Activities: We had our Budget Hearing October 2. Our budget looks fine. We should get the full 4 cent Capital Projects Fund rate next year.

I hosted the Regional INCOLSA meeting at Rensselaer on October 12. I attended an ISLAC (Indiana State Library Advisory Council) meeting in Indianapolis, the Leadership Conference in Bloomington, and a northwest Indiana directors' meeting in Lowell.

I have spent a lot of time working on some revised procedures and policies. A staff committee (ASK) is responsible for changing all the procedures formerly written for our Galaxy system to procedures applicable to our new TLC system. This is a difficult process for them, for we are still learning some of the ins and outs of the system, and many decisions must be made along the way. It is a time-consuming process.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Director's Report
November 2001

Remember: December board meeting is Party Time (at 6:30 PM). Please bring an appetizer/snack.

What an exciting month. Circulation is up appreciably in each library, insuring that we will have at least a 7% annual increase in circulation this year. The libraries are very busy. It is nice to see.

We have finally finished creating a Powerpoint presentation to describe our library to community groups. We will unveil our finished production to the Board at the January board meeting.

A committee was formed this month to begin planning for digitizing some or all of our valuable and one-of-a-kind General Milroy collection. (Digitization means we will put the documents in a format that allows them to be accessed over the Internet.) This will be a long process, beginning with inventorying and safely storing what we have. We will then decide the best ways to make the documents accessible to others, while ensuring their safety. It is exciting to begin work on this project.

On a less cheerful note, Gail Jung's husband fell and broke a bone in his upper femur recently. Gail has been in and out of the office since. Her husband is now home, and she will be stay home to care for him most of the next month or two. Lisa Rusher will be taking over most of her financial duties. I will be filling in where I can. As Lisa commented, "Well, at least Gail is not in Alaska where we can't call her."

This leads me to think seriously about the value of having someone on staff who can fill in adequately for me in emergencies. I would like to talk to you about appointing someone to hold an additional title of "First Assistant" and giving that person increased knowledge of my duties so that she could fill in if I were suddenly gone for an extended period of time.

Continuing Education: The Agency librarians put together their second Reference Quiz of the year, to help staff hone their reference skills. All are working hard to complete the quiz by the mid-December deadline.

Sheila prepared and presented a workshop for Technical Services staff to help them understand how the network operates and how computer emergency troubleshooting

procedures work. In Sheila's absence, the Technical Services staff is responsible for getting computer and network problems resolved. They have expressed the desire for more training so they feel more comfortable in this role.

Agency librarians attended the last in the 3-day series of fall workshops on management issues. They feel these workshops are invaluable. When they complete the spring series on marketing, they will have completed the entire 1 ½ year Management Institute.

Workshop approval: We need official board approval to send 2 board members and 5 staff (it may be 4) to Public Library Association (PLA)Biennial Conference in Phoenix in March (about $650 per person). We also need official board approval to send two staff to the Computers in Libraries (CIL) annual conference in Washington, D.C., also in March. (About $725 per person) These are both very valuable learning opportunities for staff (and board). Total cost: $6,000.

We will use about $4,100 of our $9,000 professional meeting budget and about $1900 of our $8,000 travel budget to fund attendance at these two conferences. We put an extra $1,000 in our professional meeting budget for next year to help. I hope to ask our Friends groups if they would be willing to provide some funds to defray some of this cost, but I don't know how much that might be.

This year staff were not particularly enthusiastic about the district meeting and annual conference programs they attended. This is an expense I would eliminate next year, to help fund attendance at the above-named conferences.

Management agreed that we could provide better continuing education by offering more in-house workshops next year, targeted at the needs of specific staff. We also plan to take staff on tours of other libraries, as a part of their continuing education, as well as a part of the planning for the Wheatfield library expansion. I feel we can fund PLA and CIL without slighting the continuing education needs of other staff.

System Administrator: We presently use the Netscape browser instead of the Microsoft Internet Explorer browser to access the Internet at the library. However, we had to update the version of Netscape we use. The updated version will not work with our security software (WinSelect 5.0). In order that all our security software, browser software, and reference software can still work properly together, we find that we must now remove Netscape and reluctantly begin using Internet Explorer 6.0. The alternative is to purchase a new security software package at substantial cost.

Sheila also had to update our version of WinSelect 5.0. Now the CentaMeter software that counts use of our databases does not work with WinSelect. Sheila will be making calls to resolve this problem. This is just one example of the headaches she deals with.

Bank transfer: We need your approval to transfer $11,200 from our account at DeMotte State Bank to our main account at People's State Bank. We are transferring the money to get a better interest rate on it.

Board officers for 2002: The slate of officers for 2002 will be voted on at the December meeting. The slate is as follows: Anne-Marie Egan, President; Mike Crawford, Vice President; Mark Heinig, Secretary; Mari Anne Sayler, Treasurer, Tim Schultz, Assistant Treasurer. If this slate is elected, we will then need the treasurer and assistant treasurer to take oaths of office, in order for us to secure bonds for them.

DeMotte HVAC project: The glycol and chemicals are in the heating water system at both libraries now. The boiler is in. The various controls will be installed beginning this week.

DeMotte: The Friends decorated the library for the holidays this year. Gary Bristol is reviewing the library's fencing needs. Rebecca plans to have the fencing erected as soon as weather permits in the spring.

Rensselaer: Over 120 6th graders visited the library in November for a tour, book talk and introduction to our new OPAC. They were very attentive and asked great questions.

Outstanding programs this month included one by Marenda Babcock, an expert in frugality, who spoke to 37 people about how to Cut Their Bills in Half. Jeanne Dams, South Bend mystery author, spoke about how she became a writer and about the writing and publishing process. She was witty and charming and thoroughly enjoyed by her audience.

The Friends are again sponsoring their Christmas Tree Walk. Six community groups decorated trees in the library. Patrons are asked to vote for their favorite by filling a box beneath it with canned goods for the Food Pantry.

The Friends also participated in the Rensselaer Christmas Parade, with Lisa Rusher as our library mascot, Dewey. Lisa won a prize as best character in the parade.

Wheatfield Feasibility Study: Seven architects have been invited to send materials about their firm, including sample feasibility studies and pictures and references on public libraries they have designed. I will review these before your January meeting and bring my recommendations for the 3 or 4 architects I feel the board should consider. I will also recommend the information to be included in our feasibility study.

Wheatfield Library: The Library again received $200 from the KV Garden Club for new materials.

Board meeting time for December 27 meeting: At this meeting we need 4 board members to attend for a maximum of 15 minutes to handle year end bills and transfers. In the past you have liked the 9:00 AM hour. Is that still your preference? Please check your calendars to see if you will be available.

Please contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet. **And don't forget the Christmas "party"!**

Director's Report
December 2001

Our annual circulation was up 8% in 2001, with DeMotte showing a 5.8% increase, Rensselaer a 9.1% increase, and Wheatfield a 10.3% increase over the previous year. Perhaps the old truism still holds: People use libraries more in hard economic times and use them less in periods of prosperity. Maybe it has nothing to do with increased Internet use after all! That has been my suspicion.

You will be first to see our Powerpoint presentation, designed to describe our library services to community groups. We will show our 10 minute production at board meeting.

Board Education: Sheila Maxwell, Systems Administrator, and Jen Evers, Technical Services Librarian will give their annual report to the board. Following this, I will review with you a few of the documents in your board notebook.

Substitute employee status: When a janitor at DeMotte or Wheatfield is on vacation, she typically finds someone to do the essential tasks which would otherwise be left undone. We have been paying this person as an "independent contractor" (a term with legal connotations set by the Fair Labor Standards Act). This is the category into which mechanics, plumbers, electricians fall.

We are concerned because she does not meet the requirements of an "independent contractor". She works the hours we specify. She does the work we specify in the way we specify, using our supplies and equipment. Because of this she needs to be on our payroll as a substitute employee. The problem is that our DeMotte and Wheatfield substitute janitor is the mother of a Rensselaer Library employee. Our Personnel Policy specifically states that "Close relatives of Board members or the staff shall not be employed by the Library."

What would you think about making an exception for substitute employees who work irregular numbers of hours averaging less than 10 hours per month?

Staff Christmas parties: The staff was very appreciative of the extra hour which the board offers them at Christmas in order for them to have a 2 hour staff Christmas party. The two branches each went out to eat. The Rensselaer Library had a carry-in and a gift exchange. Staff agreed that these were enjoyable events.

DeMotte HVAC project: The project is mostly completed. Mike Lavelle from Design-Aire Consultants is to make an inspection this week. The toilet duct has not been extended to the outside yet. There seems to be confusion over who is to do this. It will be worked out.

Rensselaer: The Friends of the library collected over 200 food items for our local food pantry with their Christmas Tree Walk. Jack Standish made a beautiful storage box, free of charge, for the library's CD browsers, when it became evident that more space was needed.

Three staff members visited the Schaumburg Public Library. They were very impressed with the library's appearance and came back with new programming ideas too.

This month has been extremely hectic for me with Gail gone. Some of her responsibilities have fallen on me, so I am learning new skills and getting many more interruptions in my day than I am used to! Gail is here occasionally. Lisa Rusher Davis is doing a beautiful job helping her keep up with the library's finances.

Board of Finance: At the January meeting, the board is required to meet as a Board of Finance for the purposes stated in the agenda.

The Board of Finance must first elect officers. It usually votes to elect the Library Board officers to serve as officers of the Board of Finance. The board usually votes to designate the Kankakee Valley Post-News and the Rensselaer Republican as the papers in which public notices are filed.

The annual financial report can be found on R 25. No changes are recommended in the Annual Accounting Practices (R 23) unless you have change recommendations to make.

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Director's Report
January 2002

Last year, our annual circulation was up 8%. We are continuing along those lines this year. Our January circulation was up 12.9% overall, with Wheatfield's circulation up a whopping 23.7% and DeMotte's up 17.2%! Rensselaer was up 5%. Wheatfield and DeMotte libraries have been extra busy with students coming in for information for reports. The challenge of answering difficult reference questions really energizes our expert staff!

Both Rensselaer and DeMotte have Winter Reading Programs in progress, complete with prizes and drawings. DeMotte's children's program, called "Share a Book With Your Child", requires parents to read 10 books per week to their child. The child gets a weekly prize if they are read to. At the end of a successful 6 weeks, the parent receives a $5 coupon to a local store.

DeMotte has a monthly Saturday chess program which this month drew 16 young adults, 5 children and 1 adult. It is considered a coup to attract young adults to the library!

The Indiana Room programs offered at DeMotte by Marlene Beedle started off slowly. Now she actually has a waiting list of people wishing to attend.

Diana will be presenting a program to Head Start parents. She is preparing a packet for participants, including a library (hours) magnet, pencil, card application, users' guide in English and Spanish, our newsletter (Community Connections) and a list of February library programs. She will be reading aloud to the parents also.

Both DeMotte and Rensselaer will offer free income tax aid to lower income patrons during this tax season. The volunteers are sponsored by AARP in cooperation with IRS. This service is used well!

Continuing Education: Patty Stringfellow, Rensselaer Librarian, and Jackie Saxon, Rensselaer Youth Services Librarian will provide you with their annual report.

Six staff made the trip to the Schaumburg Public Library in Illinois. Patty noted features which were staff favorites, then commented that actually there was nothing that staff did not like. She commented that "This trip was well worth the time and effort it took. I appreciate the fact that our director and board support such continuing ed. opportunities."

Jen Evers, who also went on this trip noted that "I was impressed by the fact that they add around 30,000 new items every year and have probably a staff of 12-15 in Technical Services; we add roughly 10,000 items every year, with a staff of 3. I thought that was impressive and says something good about the staff at JCPL."

Sheila attended a NICCL meeting at which various libraries told the pros and cons of the filtering products they use. She also attended a Counterparts meeting discussing those technology issues that we would rather not try to understand but which make a big difference in our workday lives (network security audits, Gates PCs, CIPA and filtering, remote patron authentication, etc.)

The Agency Librarians attended the Adult Programming Counterparts and Branch Librarian Counterparts. Weeding the collection was the topic of the latter meeting. I attended a monthly Directors' meeting.

DeMotte HVAC project: The project is at a standstill. The toilet duct has not been extended to the outside yet. There seems to be confusion over how this can be done. Some problems still exist in the way the new installation is programmed to work. That will be resolved before long, I hope.

Rensselaer: At a recent Friends meeting, the Friends agreed to focus on 4 main projects this year--a book sale, an Antique Appraisal Seminar, the Fall Festival and the Christmas Tree Walk. They distributed the prizes for the Christmas Tree Walk. They awarded a book to the library of the St. Augustine Kindergarten for their wall tree. They placed an identical book in our library in the class's honor. They also placed a book in our library in honor of the winning community organization, the United Methodist Church Youth Group.

DeMotte Library: The library used their de-icing cable for the first time. Rebecca says it is "such a relief to have it!" DeMotte continues to experience periodic interruptions with their wireless connection to Rensselaer.

This is a serious problem. When the connection is lost (as it was for about 8 hours one day last week), DeMotte has no access to the "card catalog", no Internet, etc. Sheila reports that she is working with Midway Electronics on this problem.

In addition, both DeMotte and Wheatfield have a very slow connection to Rensselaer. There is plenty of bandwidth available. We are not using it all. That is not the problem. Think Tank is working with Sheila to explore other sources of the speed problem.

Wheatfield Library: The Wheatfield Friends have agreed to help us redecorate the meeting room, including both painting and wallpapering.

Technical Services: Jen reports that she deleted from the catalog all the items which were labeled missing or lost in 1999. (We keep them in the catalog for 2 years after being reported lost or missing, in case they are found and returned.)

The numbers are interesting. 83 DeMotte items were deleted. 46 Wheatfield items were deleted. 384 Rensselaer items were deleted.

We did an inventory in 1999, so we were able to tag more missing items than in a normal year; however, even in other years Rensselaer has a higher percentage of missing or lost items than the other libraries. This could mean that more items "walk out the door" at Rensselaer without being checked out. I will do a little more investigating when I have time, but it still appears that it is cheaper to let the items disappear and replace them, than to install an expensive security system.

Indiana Deferred Compensation: We are already a participant in the State of Indiana Deferred Compensation Plan; however, the plan has been "modernized under new Federal tax rules." Changes include increase in maximum deferrals and ability to roll assets in and out of the plan. We are required to have our board pass a new resolution governing our participation in the Plan and a new adoption agreement. I will have these at the meeting. When you pass the Consent Agenda items you will be voting on the adoption agreement and resolution.

JCPL participants pay 100% of the amount in their accounts. The library pays nothing. I am recommending no changes in the terms under which we participate in this plan.

My activities: With Gail working only part time, I have to really push to get my work completed in a timely fashion! It is a challenge. I will be distributing copies of the 2001 Annual Report for your board notebooks. That is complete and turned in.

I have contracted with a building insurance consultant to write proper specifications for our building insurance. We need to request quotes from insurance companies. Our policy expires April 15, 2002. I do not have up-to-date values for our assets. I wanted someone to look at the insurance we are asking for to determine if we are covering ourselves thoroughly. It will cost us no more than $600 for this consultant's work. After the quotes come in, I will send them to him. He will analyze them, making sure we are comparing apples and apples, and will give us a recommendation on the best policy for our money.

This consultant worked with Jasper County and with the City of Rensselaer on their insurance needs.

And, of course, the Wheatfield Building Project has taken a considerable amount of my time and the time of several on the staff and board. Mari Anne and Sue visited two libraries near Indianapolis with me on Saturday. Planning committee members are making visits to 6 sites this week, to look at the work of the architects we are considering.

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Director's Report
February 2002

DeMotte has had a monthly Saturday chess program for several months, drawing young adults to the library. This month Wheatfield also had a successful chess-playing program which drew 12 young adults and 4 adults. It went well and Diane plans to repeat it next month. As Diana noted, it attracts a bit more of a cerebral crowd than some programs attract. Anything we can do to attract young adults to the library is welcome!

Continuing Education: We are planning for our April 12 Staff Development Day. We will close all libraries that day. The first hour and a half will be spent at the employee's own branch. Branch librarians will review emergency procedures--where water valves are, how to properly turn off the boiler if necessary, where the fire extinguishers are, what to do if a fire alarm goes off, safe locations for staff and patrons in a tornado, etc.

Following this, we will gather at the Wheatfield Library where every employee will get hands-on training in operating the fire extinguishers, under the supervision of the folks who provide our annual fire extinguisher inspections and recharging. Deb Schrum will come from Jasper County Hospital to review first aid procedures and make sure our spill kits are in good working order. Kathy O'Neall, Chief Deputy Prosecutor, Todd Sammons, attorney and former Rensselaer police chief, and Sharon Matthew, head of Div. Of Family and Children will tell us what to do in various situations with problem patrons.

In April, we will also begin a series of 12 in-service workshops, offered at various times during the year. Staff must attend at least 5 workshops of their choice. These range from how to use certain software programs to computer basics, hands-on instruction in using the digital camera, an Indiana Room tour, business resources, Internet sites for kids, and employment law.

DeMotte HVAC project: The project is completed. We are waiting for Precision Controls to reprogram settings in the electronic controls, which may solve some of our heat problems. We are also waiting for our engineer to sign off on the project. Until then, we hold some of the final payments to contractors in escrow.

Rensselaer: All five of the new trees for the front of the library have been funded by donations. Another tree has been donated for the north side of the property.

The Rensselaer Garden Club is interested in partially funding a flowerbed to the east of the front door to the library. Patty has asked Bill Brown to come up with a design for this flower bed which would cost about $200 to purchase and plant. Since there is not a budget for this project, if the Board approves, Patty would have to find funding.

Rensselaer is now presenting monthly after-school programs at the new Youth Center. This month's craft program there was attended by 10 students and 5 helpers.

DeMotte Library: DeMotte continues to experience periodic interruptions (many interruptions) with their wireless connection as well as very slow network service. This is an extremely serious problem, causing complaints from the public and extreme stress for the staff. Resolutions are still being explored--by Think Tank, Sheila, Midway Electronics and NetNitco. A solution must be found SOON.

A Preschool Open House allowed each preschool a table from which they handed out brochures and spoke to 44 parents who visited and compared offerings. This is a popular program which Charlotte offers each year.

Marlene Beedle spoke to KV Rotary Club about the library's Indiana Room. A program on northwest Indiana's part in the Underground Railroad was attended by 29.

DeMotte Improvement Expenses: DeMotte needs funding for vandalism protection in the form of an iron fence east to west above the juniper-covered hill in front of the library, and in the form of security cameras. The board approved the fencing in September, but by then the 2002 budget was set. Therefore, the money is not in our Equipment and Improvements Other Than Buildings budgets for these purchases.

The total cost may be as much as $4,000. I would like the board's permission to move the funds needed for these two purchases from 3.94 Transfer to LIRF where we have $50,000 to be transferred at the end of the year into the Library Improvement Reserve Fund. The money would be moved to 4.4 Equipment and 4.3 Improvements Other than Buildings.

Wheatfield Library: In a story hour for Headstart, Diane read a book to the children in English, with Nanette Speacht, Wheatfield library assistant, reading each of the same pages in Spanish. It was a new venture and it went well.

Diana and I have met with two of the three architects the board is considering for the Wheatfield Feasibility Study. This week we will meet with the third.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Director's Report
March 2002

Continuing Education: Remember that the libraries will be closed on Friday, April 12, for our Staff Development Day, which this year revolves around handling of emergency situations.

At DeMotte, Marlene is taking an online genealogy workshop. Nine staff took a Pegasus mail workshop (our email program) which Sheila gave in March.

Reporting on the PLA Conference, Patty says: "As always, PLA afforded an opportunity to be energized and challenged..... Thank goodness our library system supports such continuing ed. opportunities! We need to be reminded that what we do is very important and the way we do things can always be improved."

Describing her experiences at Computers in Libraries Conference, Tech Services Librarian Jen Evers says "Another awesome conference!" She went to programs on writing for the web, on how users use the navigation bars within a library website, and on how to make the web site accessible for all patrons. She found there are web sites that let us view our page the way certain physically challenged people might see our site.

Sheila ranks this year's Computers in Libraries conference "number 2 of the 5 that I have attended". She went to many interesting and informative workshops on search engines, dynamic web sites, weblogs, disaster recovery, wireless networks, and firewalls. One of her favorites was "the Thursday evening session presented by the Pentagon library staff and a Navy representative on disaster recovery."

Marketing the library: National Library Week is the week of April 15. A number of special activities have been planned at our libraries. The Marketing Committee, with Charlotte Fagen as chair, has arranged for several organizations, such as REMC, to include articles about National Library Week in their newsletters. Some businesses will be promoting the week on their signs.

DeMotte is making it easier for patrons to find some books by pulling them out of general fiction and shelving them together in a special spot. These include the Star Trek and Star Wars books, which are written by several different authors and thus not usually shelved together on the shelves. This kind of innovative marketing strategy was one of the ideas suggested by several speakers at PLA last month.

DeMotte HVAC project: A leak in the boilers, caused apparently by gas entering the boilers at a higher pressure than the boilers are designed to accept, has yet to be resolved. The contractor has been instructed to install a gas regulator, but is dragging his feet. Another problem must also be resolved. No escrow money will be released until all the work is completed and a final inspection has been made by our engineer.

DeMotte Library: DeMotte continues to experience frequent interruptions with their wireless connection. The VPN has been installed. It speeds things up, but appears to go down and not come back up automatically when the wireless goes down. Another little glitch to be fixed. Patrons are not happy. The staff is extremely frustrated. Sheila is working fervently to get problems resolved. Sheila reports that Peggy Woods and Mary Molenaar, technical services staff, did a terrific job of filling in while Jen and Sheila were at their conference. They not only assisted with general troubleshooting problems, but they successfully handled wireless communication problems between Rensselaer and DeMotte.

Last month the board approved transferring $4000 from 3.94 Transfer to LIRF into 4.4 Equipment and 4.3 Improvements Other than Buildings to fund the installation of fencing and security cameras at DeMotte. We are still waiting for one quote on security cameras, but it appears that the security cameras alone will cost more than $4000. We will install security cameras, then see if this is enough of a deterrent that we do not have to spend the money on a fence to keep bikers from destroying the juniper-covered hillside in front of the library.

A gardening program attracted 27. Rebecca reports that in addition to bringing in seasonal plants for attendees to look at and providing good basic information, Pat Kingma spoke about the gardening books owned by our libraries and did a mini-booktalk on 3 of her favorites for planning a year-round garden. That was refreshing!

Rensselaer: Jackie and Patty attended a monthly meeting of the local Homeschoolers Association, presenting information on our services, our web page and new catalog, at the group's request. This group of 23 homeschooling parents meets once per week to discuss homeschooling issues. They asked excellent questions and seemed to really appreciate all we do for them.

Patty reports that 69 adults participated in their Winter Reading Program: Random Acts of Reading. Emily Price won the grand prize of $100, provided by the Friends.

Glenda Brown created a new library map to help patrons find their way around the library. You have a copy in your packet. I think it looks really great and will prove very useful.

Through contact with Alan Chambers, job coach for Cooperative School Services, the library "hired" a high school student who is volunteering in the library one hour two mornings per week for the rest of the school year. The purpose of the program is to find real life work experiences for high school students with special needs. Patty feels this is a win-win situation that will give us another pair of hands and provide work experience for a student who needs to gain some work experience.

An invitation to Deb Schrum, Jasper County Hospital, to offer a Blood Sugar/Cholesterol Screen at the library one morning in March proved very successful. Forty-five patrons were willing to pay $8 for these important tests.

Wheatfield Library: Wheatfield experimented with an Internet for Seniors program and has decided to offer it on a regular basis each month. Those who attend are very grateful to get the instruction.

Diana reports that the speed issue continues to make her staff feel negative about the TLC system, which does demand more speed than our old system. We have been told that when DeMotte's speed issues are resolved, there is a good chance that Wheatfield's speed will pick up. (The reasoning is too technical for me to understand or explain to you! It has something to do with DeMotte's connections in Rensselaer drawing from equipment that should be supporting only Wheatfield.) We'll see if speed increases when DeMotte's speed is where it should be.

Capital Projects Fund: Last month you approved the Capital Projects Fund Plan for advertising. This month we hold the public hearing at our meeting. The hearing was properly advertised twice in our two newspapers. The board may then pass a resolution to adopt the plan. If anyone should be present to voice dissent about our plan, the board needs to discuss that dissent and determine whether they feel it is reason enough to change the plan. Then they may pass the resolution to adopt. The plan *must* be submitted to the County Council by May 14.

Architect selection: I know you will want to take time to discuss the architects at the board meeting. Whether you will be ready to make a selection, I don't know. ***Please*** contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.

Director's Report
April 2002

Fendig painting: By phone, you agreed unanimously to loan our painting "Peonies" by Lillian Fendig to the Prairie Arts Council from the end of May to the end of June for an exhibit at the Wells Center in Lafayette. To make this vote official, I have included it in the Consent Agenda items. When you approve the Consent Agenda, you will approve this decision.

Continuing Education: Sheila attended an INCOLSA NT Security workshop and found it extremely helpful. She came back and immediately used what she learned to solve a problem. She had the same experience with her last Automation Counterparts meeting where systems administrators share problems and solutions.

Staff continues to provide mini-workshops for other staff on various topics of particular interest--the ins and outs of using the OPAC, using email, etc.

Management Institute this spring focuses on marketing. It includes extensive homework on a marketing project of each participant's choice. All three of our branch librarians are attending this Institute. Diana, for her project, will look into how to promote recreational reading in the newly expanded Wheatfield Library. She will look at type and optimum placement of shelving, desired size of the collection in relation to her particular community, and a number of other aspects of marketing.

Marketing the library: Amber and Patty unveiled our PowerPoint presentation to the community at a Rotary Luncheon during National Library Week. They received many compliments for their efforts although the room did not allow them to use the technology to its best effect

.

DeMotte HVAC project: We are hoping to have the project completed by the end of this week, with an inspection to come soon thereafter.

DeMotte Library: DeMotte's wireless connection is now fairly stable although Midway is waiting for another piece of software (or hardware?) to make it work as it should. We are still having problems with speed, both at DeMotte and Wheatfield. Controlled time tests have now been conducted at each library on TLC functions. We will send these to TLC to find out why these functions are so slow, when we have far more bandwidth than they told us we needed for our automated system to function properly. Either they did not tell us the full truth, in their answer to our RFP (Request for Proposal) or something needs to be adjusted.

DeMotte patrons were very patient when the Internet would suddenly go down, or they would be without an OPAC (library catalog) just when they needed to find out what books were available in the library. Toward the end, some began to be frustrated. Rebecca recently called all those who signed comment cards criticizing our computer problems. She reported that the calls went well and that patrons appeared pleased to get her call.

Popular programs this month included "Attracting Wildlife" which drew 22 people and "Spring Lawn Care" which was attended by 13.

A roof inspection showed that roof & shingles are in good shape. The roofing contractor applied sealant to a couple spots above the magazine area to see if this eliminatesd recurrent leak in this area.

Ryan Kingma, of Kingma Greenhouses LLC developed a beautiful landscaping plan to fill bare spots with continuous color and remedy erosion problem. We will do a portion this year and the remainder next year.

The final bid on the security camera project came in considerably higher than we expected. We will get two more proposals within the next week and determine what we can afford to do this year and what might have to wait until next year for completion.

Charlotte & Rachael helped with the KV Science Fair and the Rotary-sponsored Reality Store this month.

Rensselaer: Patty and Emily worked our booth at the Rensselaer/Remington Chamber of Commerce Expo. One hundred fifty visitors signed up for the door prize and picked up library literature.

Bill Bertram is presently taking the spring and summer off from his volunteer library duties. However he wrote recently to Patty: "I'd like to thank you and the staff at the library for your help in the tax preparation program. Everyone there was very helpful and all went out of their way to make things run smoothly. We served more than 50 families and saved them a total of between $3500 and $5000 based on commercial tax prep rates. A special thanks to Amber for her help with the senior Internet program. I kid her a lot and she is very gracious. Thanks again and I'll see you in the fall." Bill offers (at the library) a monthly Internet instruction for senior citizens and the VITA tax assistance for low income persons. These are both very popular programs.

Trees: The new trees are in place along the street in front of the library. Bill was able to plant 6 instead of 5 and Patty found funding for all of them. An additional tree will be planted outside the north end of the library in memory of Roger and Judy Beehler's daughter. Bill has also replaced the evergreens under the JCPL sign on the front of the building with other evergreens more adapted to the location. Later we will add some perennials for color.

Some of the tree donors have suggested that we might have a dedication ceremony for the new trees. Patty and I are willing to work on this. What do you think? I don't remember that we ever had a dedication for the other memorial trees on library property. It is possible that we could send invitations to all those (local citizens) who have donated trees inviting them to the ceremony, even if, for some, it is 9 years late.

If we do this, I think some board members should be a part of the ceremony. Patty would like to know if you have suggestions for what we could do at this ceremony (besides reading Joyce Kilmer's famous poem).

Kathryn Weed hosted very nice Volunteer Recognition Luncheon attended by 20 of our 50 volunteers. It featured a northwest Indiana storyteller and a wonderful lunch catered by Sodexho Campus Services and served by St. Joe College students. The library placed bookplates in new library books in honor of volunteers.

Many interesting programs in April including Master Gardening, Sign Language and our first Annual Poetry competition, which featured 6 readers, 2 judges and 12 observers.

System Administration: For a long time our System Administrator has had a desk in the middle of the Technical Services department. This does not give her a good place to concentrate or to speak with technicians that come to consult. We are rearranging the room, and adding some movable dividers to give her the private space she needs. This will also give Mary Molenaar, our Tech Services Assistant, a full-sized desk at which to do her work.

This month we discovered and added VNC software to our system. This software allows us to log people on to the Internet workstations from the circulation desk, lessening the chance that a patron will discover the password that enables the workstations and decreasing the number of trips our staff must make to the workstations each day. It also allows us to monitor Internet usage at each public Internet workstation from a workstation in the workroom. We will use this rarely; however, there are times when staff *thinks* a patron is using the workstation in a way that violates our Internet policy (accessing pornography, using chat rooms, etc.) but can't tell without looking over the

patron's shoulder. In these cases, we can bring up the patron's screen from the workroom and, if something inappropriate is on it, we can actually shut it down there, then go out and inform the patron what we did and why.

We changed the first screen of the workstations so that when a patron clicks to access the Internet, he knows he is agreeing not only to abide by our policy, but he is agreeing that he knows that his Internet use may be monitored.

Capital Projects Fund: Tomorrow night, May 14, 7:00 PM, will be the County Council meeting where our Capital Projects Fund will come up for approval. I would appreciate have at least one or two board members attend the Council meeting with me in support of our Capital Projects Fund.

Relay for Life: The library has a team participating in the Relay for Life. E ach team, as you know, collects as much money as possible for the American Cancer Society (our goal is for each team member to collect $100), and walks in ½ hour or 1 hour shifts from 6 PM Friday, June 21 to noon Saturday, June 22 in support of the effort. We presently have 18 on our team. If any of you and/or your families want to participate with us, we would love to have you. There is a $10 entry fee.

I have two questions. Our policy says we cannot solicit money at the library for anyone but the library. We don't plan to do that. My question is: if we get donations (offsite) and folks fill out those little suns and moons that say "I donated", can we display those in the library? Once when the Cancer Society was collecting donations, we allowed them to display hearts with each donor's name on a board in the library. I would like to do that with our Relay for Life donations.

My second question is whether you see anything wrong with putting a Relay for Life yard sign in the library's yard.

General Robert H. Milroy: During an April meeting we discussed the way we will proceed in digitizing the Milroy documents. We plan to speak with a person who has helped other libraries with small digitizing projects. We will also investigate a digitizing service offered by OCLC, a library services company.

We will begin digitizing the high interest items, i.e. the 1863 documents, which include the battle precipitating the Milroy court martial trial. By the end of this year, our inventory will be complete and we will know the method by which we wish to digitize the collection. This will give us time to apply for a Jasper Foundation grant at the first of the year and to research other grant opportunities available to us.

Incidentally, at 7:00 PM on Tuesday, May 21, the Rensselaer Library and the Jasper County Historical Society will present a program on Robert H. Milroy. Several persons will speak about various aspects of his life. If any of you are interested in learning more about this person whose papers and memorabilia we are entrusted with, you might want to attend this program.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

Director's Report
May 2002

Continuing Education: The Management Institute's marketing sessions, attended by Patty, Rebecca and Diana, are teaching how to identify target audiences for the services we want to promote (i.e.: who would benefit?), and how to determine how the public could benefit from what we promote. The library managers are learning to note trends and competition out there that will make a difference in what we *want* to promote. The workshops are excellent. Rebecca remarked that marketing a library is a more intricate subject than she originally thought.

Library staff offered the following in-house staff workshops this month. They were well attended and well-received:

- Collections workshop (how to handle patrons whose accounts have been sent to our collection agency)
- Database workshop (how to use the many online databases we subscribe to)
- Technical Services workshop (for tech services staff)

In addition staff took two tours of other libraries to gather ideas for improving our libraries and for what we want in our Wheatfield Library.

Marketing the library: At DeMotte, Marlene designed attractive bookmarks to promote some of the library's databases. Amber and others continue to make outstanding, eye-catching posters which are distributed throughout the community to promote library programs.

DeMotte HVAC project: The completion of the HVAC project continues to be delayed. I am so glad that we have our engineers to push this project forward. The technical aspects of it are beyond my ability to facilitate. It is costing us more because our engineer has had to spend more time than expected working with the various contractors. Precision Controls finished their portion of the job long ago. We will pay them their retainage this month. We are still holding Area Sheet Metal's retainage payment. Cooperation problems are between Area Sheet Metal, one of their subcontractors and NIPSCO. Our engineer has secured an extension of our boiler warranty since the installation is not yet complete.

According to our engineer, this was a very simple job made difficult only because no one wanted to cooperate.

CIPA (Children's Internet Protection Act): Good news! The federal court ruled that this act could not be enforced by public libraries (through filters) without prohibiting some constitutionally protected speech along with the pornography. Therefore, they said the federal government could not require libraries to filter in order to receive federal funds. So, we will continue to have our T-1 line paid for (as long as the State Library can come up with funds to pay for the ½ of the cost which was previously funded with Build Indiana funds). That is one extra expense we probably don't have to worry about in the 2003 budget.

The ruling on CIPA will probably be appealed to the Supreme Court, but it will be a while before the Supreme Court can deliberate and issue a ruling.

Summer Reading Club: During the month of May, children's services staff spoke to almost all the children in the public and private schools about summer reading club. In addition, Jackie spoke to the 6th, 7th and 8th grade students in all but one class at the Rensselaer Central Middle School, booktalking, and promoting summer reading and the library's new Young Adult Advisory Group.

Telecommunications problems: We continue to have service interruptions with the wireless connection. Midway Electronics has tried MANY possible solutions. We hope we will see the end of this problem soon.

Our speed tests revealed that TLC (library automation system) runs much, much quicker at Rensselaer than at either DeMotte or Wheatfield. DeMotte and Wheatfield are comparable in speed. This indicates that the speed problem is a TLC problem, not a dataline problem. TLC set up a test to indicate if an upgrade to our servers would solve the problem. The difference in speed was amazing! Each library is testing thoroughly through today (Tuesday, June 4). In the meantime, TLC is working on the preliminaries to install the fix on our Web server. It will involve upgrading our Windows operating system to Windows 2000. We told TLC that we feel this upgrade should cost us nothing for several reasons I can explain at the meeting. They are looking into this. It would be so wonderful to know that the branches had a system that worked almost as quickly as the system does at Rensselaer. DeMotte continues to get requests from patrons to go back to the old card catalog or the old Galaxy system which worked at adequate speed.

DeMotte Library: The leak in the magazine area remains. Rebecca is determined to have the source found and repaired by fall. Thanks to a vigilant employee, the birds' entrance into the attic area was discovered, and sealed, once it was certain that all birds were out. Rebecca's husband rescued two birds which fell down into the wall and could not get out, as he did last year.

Because previous quotes for security cameras were so high, Rebecca sought quotes from two additional highly recommended companies. She chose Liberty Sound's quote of $4350 for the installation of two cameras, one to cover the front stairs and sidewalk areas, one to cover the back parking lot. This company handles security camera needs for other local buildings including the schools. She hopes to have the equipment installed by the end of June.

Emily Whitlow, our "floating" staff person, created a fantastic display which has attracted much attention. The display, entitled "Pets Promote Reading" features very creative photos of the pets of staff and patrons "reading" books. Patrons are asked to vote for their favorite picture. Since the contest has proven so popular, Rebecca plans to make it an annual event.

Rensselaer: Patty is an active part of the Learning Network committee. This committee is made up of community leaders dedicated to the goal of creating an adult learning network and bringing continuing education and lifelong learning opportunities to all Jasper County residents. They are currently establishing a board of directors, assessing community needs and resources, and discussing ways to market the program. They will be looking into grant money for the purpose.

Patty says she has received many patron compliments about the improved look of the lawn and landscape. Our new trees have leafed out, we have new shrubs at the front entrance of the building and volunteers have mulched all planting areas.

This month we received $350 from the Prairie Arts Council to fund the Stevens Puppets for our Summer Reading Program at all three buildings.

This month's adult program series focused on genealogy and local history and was quite successful. Thirty-five attended the program about General Milroy, held in conjunction with the Historical Society. Fourteen attended a panel discussion about researching family trees and 15 attended a program about getting started in genealogy.

We have had a young volunteer from Cooperative School Services for an hour a week the past couple months. He has been a big help to the library. His job coach kept in regular contact with us. We have told him we would welcome another student next fall if any are interested.

The Friends of the Library added several members this year and a membership committee has been created. Patty is very pleased with how things are going with this group, which seemed so hard to start at the beginning.

Wheatfield Library: A Girl Scout group dusted shelves as a service project at the library one Saturday.

The staff put on a lavish feast with decorations for Diana's 15 Year Anniversary at our library. A number of staff came from the other branches to offer congratulations, eat and visit.

One comment in Wheatfield's comment box: "I come here every Tuesday and the staff is great. They're always nice and very respectful. I appreciate the kindness." Diana suspects this is a resident from Christian Haven, since they visit every Tuesday.

System Administration: The first item of old equipment which we advertised on Ebay received no bids. Since other posts for this unit had not received bids either, we determined that we were unlikely to ever sell them, even at our low, low price of $10. We therefore discarded the units.

Gateway Computers has offered a grant to nonprofit organizations to apply for PCs and laptops used at the 2002 Winter Olympics. Although the competition will be stiff, we applied for 6 PCs and 10 laptops. It doesn't hurt to ask and the grant procedure was very simple and not time-consuming.

Technical Services: Spring cleaning is in progress as the staff gets ready for remodeling, when the room divider and desk come for Sheila's new work space. Cabinets and bookshelves will be moved and phone, data and electric lines will be added. The logistics have required a great deal of planning!

Please contact me if you are unable to attend the June board meeting or if you have any questions about material in your packet.

~~R 17~~
21

Director's Report
June ~~July~~ 2002

Transfers: At a previous board meeting, you voted to take $4000 from 3.94 (Transfer to LIRF) to purchase security cameras for DeMotte. You did not specify at the time the line item where the money was to go. When you approve the Consent Agenda items, you will be approving the transfer of $4000 from 3.94 (Transfer to LIRF) to 4.4 (Equipment).

Financial Consultant: Lonnie Therber, of Therber, Brock & Kramer, will meet with us at the board meeting to discuss our present financial situation, bond issues, and perhaps refinancing considerations. I expect this to be a very important, eye-opening discussion!

Sweep Account: We have all our Peoples State Bank funds in a sweep account. (We have to keep a little money in DeMotte State Bank, but we keep a minimum there.) At present, we are getting better interest rates from the sweep account than we would from investing in CDs. In the past, money has been swept each night (all but $33,000) into securities and then returned to our account each morning with interest earned. There has been a change in regulations for governmental agencies. Money will still be swept each night and earn at the same rate of interest, but is secured not by securities, but by the Indiana Public Deposit Insurance Fund. Our account is no longer called a repurchase agreement, but simply an interest bearing account.

Union labor: We recently received a letter from the International Brotherhood of Electrical Workers, asking that we use their contractors to meet our electrical needs. I thought you would be interested in knowing that every electrician we have used for projects is someone on this list.

INSPIRE and free Internet Access: As you know, when the governor cut the Build Indiana funds this year, he eliminated $3 million in funding for the free T-1 (usually) lines for Indiana schools and public libraries and for the INSPIRE databases. An excellent article appeared in the Indianapolis Star, clearly explaining the plight of Indiana's libraries. It was picked up by Associated Press and has appeared in various other papers around the state. I have included a copy of the article on R 11.

Continuing Education: June marked the last session of the Marketing section of the Management Institute. Rebecca, Diana and Patty have greatly enjoyed and benefited from this institute.

A number of those on our staff attended INSPIRE workshops at St. Joseph's College. The workshops gave everyone new insight into what is available through the INSPIRE databases.

Various staff have been visiting newly constructed public libraries, asking questions, taking pictures and getting ideas for ways to improve all our libraries as well as for the Wheatfield building project.

E-Rate Discounts: We received approval for all Year 5 (July 2002-June 2003) telecommunications. We did not receive discounts requested for equipment for upgrading internal connections, since our discount level is not high enough (our poverty level is too low).

Telecommunications problems: Although we still seem to have wireless problems, it is time to resolve the speed problems at the DeMotte and Wheatfield branches.

TLC determined that DeMotte needs terminal services to resolve speed problems, but that Wheatfield results do not indicate the need for terminal services. Sheila told TLC that we could not upgrade DeMotte without upgrading Wheatfield, where we feel speed is also an issue. TLC gave us a quote of $3300 for a new webserver and special software to upgrade the 6 circulation workstations at the branches.

In our RFP (Request for Proposal) we found statements that said that 'TLC would work with our existing (56K) network configuration' and that 'TLC is responsible for speed of application for 5 years.' TLC had agreed with both of those statements.

We contacted Dick Boss, our automation consultant, with our concerns. He pointed out that TLC must believe it is a TLC system problem, not a network (wireless) problem or they would not be suggesting an upgrade to the operating system. He suggested we write a letter to TLC explaining why we believe they are responsible for any costs involved in making TLC workable at our branches. If we don't receive a proper response, Dick will informally bring up our situation as he negotiates with TLC for systems for other libraries, or, if we desire, he will write TLC a letter on our behalf. There would be a fee if he wrote the letter for us.

A copy of the letter sent to TLC regarding this problem is attached. (R 13-19)

DeMotte Library: DeMotte's summer reading programs, for children, young adults and adults, are all popular. All programs have been well-attended. The Young Adult Cool Summer Snacks program drew 18 teens, which is a real coup.

Rensselaer: A young man has volunteered at the library since early spring. At the beginning of June, Patty was able to turn his volunteer position into a paid position, thanks to Kankakee Valley Workforce Development Services. Through a grant, KV Workforce can pay him a wage for the work he does for us.

Larry and Lisa (Rusher) Davis organized a very successful Relay for Life Team for the Friends of the Library. FOL paid the $150 team registration fee and Lisa and Larry did the rest. 19 walkers earned nearly $2700 for the American Cancer Society. Many staff, family members and friends participated. Lisa and Larry are to be commended for their hard work in organizing our team.

Story times and summer reading are going great, with good attendance. Program attendance for the young adult programs has been disappointing, but the young adults are reading a good number of books, which is good news. Seventy attended the Antique Appraisal Seminar, sponsored by the Friends of the Library.

Wheatfield Library: Diane has had great attendance at her summer reading programs and story times. The Internet for Seniors class got a big shot in the arm when the Post-Tribune and the Times put publicity in prominent places in the papers and the radio station also advertised it. The Library had two classes (4 persons each) in June and have two scheduled for July, to handle the number who signed up.

System Administration: Sheila's time is spent primarily troubleshooting problems and doing paperwork for our USF (e-rate) grants, but she also advertised some old equipment on E-bay and earned the library $550. She will advertise more items soon.

Technical Services: The work of the Technical Services Department is quiet and behind the scenes, but they catalog and process a prodigious amount of books and other materials each month. Jen has successfully cleaned up many items that needed attention after the move to TLC, 25,000 items in one project, 955 items in another.

NILBA dinner: There will be a NILBA dinner at Strongbow Inn in Valparaiso on Wednesday, July 31. You will probably receive invitations by the time of the board meeting. Meal choices will be sliced roast beef madeira, sliced turkey, or Mahi Mahi. The library will, of course, pay your expenses.

I urge all of you to attend. It's close. It's a chance to share thoughts with trustees from other libraries. The speaker's subject is very pertinent to our own budget woes. Bill Rosier, interim director of INCOLSA, will be speaking about Indiana's economic

situation as it affects our libraries—specifically, the possibility of a loss of money for our T-1 Internet connection and for INSPIRE. Please let me know if you are able to attend.

Please contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Director's Report
July 2002

Dedication of new trees: At 2:00 PM, Friday, August 9, we will have a ceremony to dedicate the new trees we planted at the street in front of the library, to replace those we cut down last year. If you can attend, we would appreciate it. We will have music, Bill Brown will speak briefly about the trees, a few other things. Afterwards, Bill will lead interested persons on a walk through the memorial tree "park" we have created around the library. Each tree will be labeled (temporarily), to identify the type of tree, indicate who donated it, and, where applicable, in whose memory it was donated. There will be simple refreshments in the meeting room afterwards.

Business manager: Gail's husband's had a total hip replacement on Monday, August 5, in Lafayette. The partial replacement he received last November, after a fall, deteriorated, requiring this new surgery. Gail will again be off work for at least 6 weeks. This time, she does not have a daughter in high school to help with Dan's care, since Julie will begin college at Purdue this month. I will take care of supply ordering. Lisa will take care of financial matters. Patty Stringfellow will attend board meetings with me to help my memory on various issues, although I will write the minutes. We will muddle through on everything else. We wish Dan well.

Budget: At the August 12 board meeting, you must approve the budgets for advertisement. The Bond and Interest Redemption Fund (BIRF) and Capital Projects Fund (CPF) budgets are straightforward, with no problems. The LIRF Budget simply appropriates what we expect to have available next year, so that if we have an emergency, we have immediate access to the money.

In the Operating Budget we have problems. Using our present salary schedule, we would have a $19,737 increase in salaries & benefits. In addition we estimate a $11,112 increase in health insurance, a $6,600 increase in network expenses (since we may need to pay ½ of the cost of our T-1 line) and a $22,975 increase in building insurance and worker's comp insurance. In these items alone, we would have an increase to our budget of $60,424. Yet we can expect to receive only about $37,000 in additional income next year.

Therefore, the Budget Committee is making some tough recommendations. These are outlined in R 9-12, with budget figures on R13-15.

Please remember that we have a **Special Board Meeting** for the purpose of holding a public hearing on the budget on **Monday evening, August 26, at 7:00 PM**. It will be a quick meeting but we must have a quorum.

Policies: The Policy Committee recommends no changes in the Food, Tobacco, Drug & Alcohol Policy, nor in the CD ROM/Online Database Use Policy. Therefore, no policies will be considered at the August Board meeting.

Wheatfield Project:

Financial Consultant: Lonnie Therber, of Therber, Brock & Kramer met with you at the June board meeting. I spoke with several of you after the meeting. You were impressed with his presentation and his knowledge of the subject. I think all agreed with Ed Dumas's recommendation that we hire a financial consultant. He further stated that by doing this early, we have the benefit of the consultant's advice throughout the project. Some of you asked that I add hiring a financial consultant to the August agenda. I have done this. I also asked Mr. Therber to send us a formal proposal for the board's consideration. It is in your packet.

The board has two options: to interview 2 or 3 financial consulting firms and select one, or to choose without interviewing. We used Lonnie Therber for the first Wheatfield Library project. We interviewed 3 firms, then chose Therber, Brock & Kramer for the DeMotte/Rensselaer project. Our attorney, Ed Dumas, has worked with him on several school and hospital building projects and has confidence in his abilities. I would recommend that the board hire him to work with us without interviewing other firms. That is, however, a board decision.

Architect contract: Ed Dumas, Jeff Anglemyer and I firmed up the final terms of the "Letter of Agreement" with Troyer Group for our Feasibility Study. The Letter is ready for board approval at the August meeting. It deletes discussion of options . The study will investigate the feasibility of building adequate space on the present library property ***and*** investigate the cost of building on a new site, as you requested. It states that the architect (not the library) will hire those who do soil borings and boundary surveys. It gives the estimated cost of those surveys. Knowing that you had already approved the hiring of this architect, I authorized him to begin soliciting bids for the soil boring and boundary survey work.

Property: Ed Dumas feels that we should get our prospective property site appraised and proceed quickly to get a Right of Entry (needed in order to do soil borings and survey) and an Option To Buy (needed in order to have a true picture of cost of building a new library). He has asked Larry Jenkins to appraise the piece of property we are considering. He is concerned that this all be done quickly and quietly to keep rumors of our interest from making the value of the property escalate. So we need to keep discussion of the site confidential.

After some discussion with two board members, our architect, and Larry, I have asked him to appraise a 4 acre piece of property, fronting on Main Street, a rectangle no more than 1 ½ times as wide as it is deep. If you approve, we will proceed with efforts to get an option to buy, which will lock down a price for a 6 month (probably) period, allow us right of entry for soil samples, etc., and cost us perhaps $2500.

Continuing Education: Wheatfield staff has been busy visiting other libraries, with employees from our other branches accompanying them when possible. Most of the Rensselaer staff took one of two field trips to the unique IVY Tech/Tippecanoe County Public Library in Lafayette.

Sheila and Kathryn attended the "Get INSPIRED" presentation I gave earlier this month. Sheila offered a computer troubleshooter workshop and a PC basic workshop for staff. Amber and Diana offered workshops for staff on operating the Digital Camera and working with Print Artist/Print Master software. A number of staff took advantage of these in-house workshops.

Several employees attended a support staff INCOLSA workshop entitled "Hook 'Em with Great Service" in Indianapolis.

Summer Reading Club: At DeMotte, 205 children registered, with 140 completing the program. 74 young adults registered for their summer reading program, with 45 completing. 17 teens also volunteered their time to help with summer reading.

At Wheatfield, 111 signed up, with 67 completing the program (which meant they read at least 6 books). 43 teens signed up for the young adult program, and 22 read at least the required 4 books. This was a great turnout for Wheatfield.

At Rensselaer, 164 children registered, with 92 completing their program. 41 young adults registered for Rensselaer's Books for Bucks program, with 19 actually participating. In conjunction with her summer reading program, Jackie held a rock decorating competition. 25 children participated and prizes were awarded. This was so successful, that Jackie plans to repeat the contest next year.

Weeding: July and August are traditionally good slow times to weed our collections. All our libraries are working on weeding projects. Weeding not only makes space for new books, but increases circulation! Patrons evidently appreciate seeing shelves of enticing titles, without having to skip over less interesting or more tattered looking books in between.

Building maintenance: All three parking lots (DeMotte, Rensselaer, Wheatfield) were sealed and striped in July and are in good shape. I received a call from Laura Henrichs, KV Schools Superintendent, telling me that they would be weeding, filling the cracks with a hot seal, then sealing and restriping the DeMotte library's east parking lot very soon, probably later in August. This lot is owned by the school, was built by the library and is to be maintained by the school. It has never been resurfaced, sealed or restriped in the 10 years since it was built and was in poor shape.

DeMotte Library: The HVAC/lighting project is completed! We are waiting for the warranties before issuing the final payment.

We have resolved many of the TLC speed problems at DeMotte. While we would still like to have more speed in one or two functions, they now have a system they feel they can live with. We are still working with TLC to get the final problems resolved. Final resolution may depend on getting a new solution for a wireless problem. We are waiting for Midway Electronics to complete tests on this possible new solution.

Rachael Cavinder, DeMotte library assistant, had her baby July 4.

Rensselaer: Glenda and Patty visited the Carroll County Historical Society and a cemetery there in Delphi, Indiana. Using the digital camera, they took pictures of gravestones of some of General Robert Milroy's relatives—parents, children, siblings, etc. They also took pictures of his father's old home. They made copies of newspaper articles, family trees and other family documents relevant to Milroy's life. They will add these pictures and documents to our collection so that people studying Milroy can get a clearer picture of his ancestry and early life.

Patty created and delivered 330 orientation letters to incoming St. Joseph's College students, inviting new students to get a library card and detailing our services. These letters will be included in the college's new student orientation packet.

Lisa and Jackie created a new July/August Teen Newsletter. Jackie is currently working on a Home School Newsletter for fall.

Kathryn is planning 3 different electronic search workshops for fall. She will focus on how to use the computer for travel information, for information about books and authors and for homework tools. In addition to offering the programs at the library, she plans to take the programs to various groups in the community. Patty will do a business-related electronic search workshop this fall also.

Wheatfield Library: Wheatfield staff is putting their creative talents to work finding better ways to use their limited space. It is getting more and more difficult. And they get busier and busier. This month they had a 20% increase in circulation over July 2001.

System Administration: Sheila has sold over $200 in old computer equipment this month. This seems to be a good way to dispose of obsolete equipment.

Technical Services: Technical Services and System Administration staff had to cope with major construction and chaos this month as Jack installed electric outlets, tore apart cabinets and shelving, reinstalling them elsewhere, painted walls and grouted tile. Sheila now has a real office with walls and fewer distractions. Mary has much more desk space configured in a more efficient arrangement.

Tech Services finally received their box of 30 stolen books from the North Madison Public Library in Elwood this month. The library had contacted us earlier, when the books came into their hands.

INCOLSA board appointment: It is time for my reappointment as JCPL's representative on the INCOLSA board. One person from every member library must be appointed to the board. ***When you approve the consent agenda and consent agenda items, you will be approving my reappointment.***

NILBA dinner: I hope that Anne-Marie or Sue will give you an update on anything of interest learned at the NILBA dinner.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Director's Report
August 2002

Business manager: If all goes as planned, Gail's husband's is to have a 3rd surgery (2nd hip replacement on the same hip) on Thursday, Sept. 5 to correct problems with the second surgery. He must stay off that leg for 6 months. Gail will not be back (unless on an occasional basis) until about Christmas. She has 640 ½ hours of accrued vacation and paid sick time left. She will take the last 12 weeks of that as FMLA leave.

Budget: At the August 26 hearing, we had no taxpayers in attendance. Therefore, at the Sept. 9 board meeting, you must adopt the 2003 budgets.

Staff have been told about the lowered pay increases and the higher monthly insurance costs. Most seem to have the philosophical opinion that our situation is still much better than that of most other workers in other businesses. If there are grumblers, we haven't heard them. We have a good staff!

Wheatfield Project:

Feasibility Study: The Wheatfield Planning Committee is writing the rough draft of the building program. For the Feasibility Study only the basics are necessary. When it is completed, we will bring it to the full board for approval. We have our first meeting with the architect on September 19, when Jeff Anglemyer will work with us throughout the day, clarifying what we have put in the building program, questioning, etc.

Property: We are proceeding on obtaining a 6 month Option to Buy and Right of Entry for the piece of property we have discussed. The appraised value is $15,000 per acre.

Continuing Education: I presented a powerpoint presentation on the threatened INSPIRE database project to the Rensselaer staff and one to the DeMotte staff (attended by one Wheatfield employee also). Staff is concerned and is thinking of ways to alert our community and our legislators.

A number of staff attended an INCOLSA workshop on how to better use INSPIRE.

Rebecca is taking two classes toward her MLS this semester. She will work 4 days and go to school on her 5th day of work.

Patron Complaint: A patron complained about the children's book Daddy's Roommate, which treats the subject of homosexuality. Her complaint and my response are appended. (R 17-19)

Building maintenance: The east parking lot at DeMotte, built by the library but owned and maintained by the KV School Corporation, has been repaired, sealed and striped and looks very good. The light pole should be replaced soon.

DeMotte Library: We have received a 5 year warranty on the two new boilers at DeMotte and the PFEEP Project is complete.

Rachael Cavinder, children's assistant, wishes to come back for 24 hrs per week instead of 35 hours per week at the end of her maternity leave. If we can find a suitable person to share that job with her, we will allow that. Advertisements will be in the Sept. 12 newspaper.

Rensselaer: When the remodeling in Tech Services was completed, a 7' long countertop was left over. The countertop is now at home in the children's computer corner, thanks to the creativity of Jackie and Patty and the expertise of Jack Standish.

The Rensselaer Republican made us an offer of an old microfilm reader and assorted reels of film. We couldn't refuse. Glenda cleaned the unit, added a bulb and moved it into the Genealogy area where it works well. Upon inventorying the reels of film, she discovered 28 reels of newspapers that we did not already own. These reels would have cost at least $2800 if they were available for purchase. We also acquired some film of a weekly Rensselaer paper we had never before heard of.

Jackie was busy this month creating and distributing her Home School Newsletter, her Teen Talk Newsletter and the Teacher Reacher that is a joint effort of all 3 youth services librarians/specialists.

Wheatfield Library: The Wheatfield Librarian, Diana Kooy, and Youth Services Specialist, Diane Kros, will bring you their annual reports at the September meeting. The meeting will be in their newly painted and wallpapered meeting room.

System Administration: Sheila tells us that TLC is still working with both Wheatfield and DeMotte on speed issues. We are extremely pleased with their customer service, although we are only mildly satisfied with the speed with which the product works at the branches. Hopefully, we will eventually be extremely pleased with speed too!

She has sold items on E-bay this month for $161.

We are ready to upgrade our server and our Novell operating system. The upgrade will be costly. Because most of the technicians we worked with at Think Tank have left the firm, leaving no one there who truly knows our system, we feel it is a good time to take a look at a different firm. Sheila has asked for a quote for our upgrade from Chester Technologies of Valparaiso. I will keep you informed.

Technical Services: Jen and her staff work hard and efficiently each month to get new materials out to the public and to do the behind the scenes work for which the department has responsibility. I never report about these important month-in, month-out activities because they will not excite you! This month Jen has worked on two web page projects that may be of interest.

When you go to JCPL's web page, you can now click on "Genealogy" and get a list of every Jasper County resident listed in the 1840, 1850 and 1870 census. The listing has a page reference to the location of more information about the person in the Census microfilm which the library owns. Soon the 1860 census will be available. Glenda Brown created the lists some years ago, but just this month she, Jen and Sheila managed to get them in the proper format for the web page. Glenda reports that she has received favorable comments from persons who are impressed with our web page as an aid to doing their genealogical research.

Many people want to read, but don't know what books they will enjoy. In each library we have a Reader's Advisory Notebook with many lists of books on different topics or with different writing styles, etc. Those lists are now on our web page also, for those who prefer to do their browsing at home where they can make lists at their leisure of the books they'd like to borrow next time they are in the library.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet.

Director's Report
September 2002

Transfer of funds: In the Operating Fund, we need to transfer $5,000 from 3.98 Service and Maintenance to 3.14 Other Professional Services **(R 19)**. We will pay for part of our technology upgrade from the Capital Projects Fund, where we budgeted the installation cost of the upgrade in 3.14, and part from the Operating Fund, where we budgeted installation costs in 3.98. We would like to pay for the installation cost out of the same line in both budgets. This takes a board resolution. When you approve the Consent Agenda Items you will be approving this resolution.

Staffing concerns: Dan Jung's surgery was Sept. 12 at an Elmhurst, IL hospital. Gail has returned to work temporarily while Dan recuperates and receives therapy at the Jasper County Hospital. When he returns home, she will be out of the office on FMLA leave.

Lisa Davis, Assistant Bookkeeper and Youth Services Assistant at Rensselaer, was off work for a week after the suicide of her son. She has returned to work. From our Flower Fund we sent a plant to her from the board and staff of the library. I was out of state when this occurred. Patty Stringfellow very sensitively and efficiently arranged to meet Lisa's and other staff needs as well as patron needs during this time. Wheatfield and DeMotte staff filled in so that Rensselaer staff could attend the wake and the funeral as a group.

Rachael Cavinder has returned from maternity leave. She serves as Youth Services Assistant at DeMotte. She will soon be job-sharing with a new 12 hr per week library assistant so that she can cut her hours from 36 to 24 and spend more time at home with her two young children. Amber Pullins will be leaving Rensselaer on maternity leave later this month.

Wheatfield Project:

Feasibility Study: Jeff Anglemyer and Arvin Delacruz, architects with the Troyer Group, met for about 4 hours with the building committee on September 19. Their purpose was to get a better picture of our needs and to do a thorough examination of the present building's condition. When we have an Option to Buy, they will immediately have the soil and land surveys done and move ahead with the study. We agreed that the "focus group" or "community meeting" where we invite the public to have input on the building should come toward the end of the feasibility study. By then we will have some good statistics to show whether we can expand the present building or whether we have to build a new building. We will also have some rough drawings of what the new building might look like or might contain. They could then respond to the idea of a new building and to whether our plan meets their needs. Tim attended part of this meeting and may be able to give you a board perspective on this meeting and our architects.

Demographics: Two or three weeks ago, I faxed to KIRPC (Kankakee-Iroquois Regional Planning Commission) the demographic statistics I used to calculate the estimated population we must be able to serve 20 years from now. I asked them to look them over and see if they felt the projections were reasonable. I have not yet received a response.

Property: An Option Agreement was sent by Ed Dumas to the owners of the property we are considering. Ed and I are in conversation with the property owners about the cost and location of this property.

Collections Parameters: When we contracted with Unique Management to help us retrieve long overdue materials from patrons, the board approved certain parameters. You determined that we should send only the accounts of patrons who still had long overdue materials (at least two months overdue) where charges on their accounts were more than $25.

When we send accounts to collections, we add a $10 fee to the patron's account to cover the fees Unique Management charges us. Unique Management charges us $5.95 for each account we send them. Some patrons pay after their first letter or phone calls from Unique.

Accounts for patrons who have moved and must be tracked down, or patrons who have not responded to a series of letters and phone calls from Unique over a 3 month period of time, are moved to a "second level". When Unique succeeds in finding these second level patrons and inspiring them to return items borrowed, Unique charges us, additionally, 40% of the value of items returned and 40% of any fines that are paid to us.

Staff recommend that we also send to Unique the accounts of patrons who have returned materials but owe more than $25 in fines and other charges. At that point, they are still "blocked" from borrowing more materials until they settle their account. However, they can choose to never use the library again and never have to worry about paying their fines. The staff feels this is not fair to other patrons who pay fines promptly.

This issue came up as a result of several situations where patrons returned items in damaged condition. We then charge them for the replacement cost of the items. If they don't pay, we don't have the books for the use of other patrons.

What do you think about making this change?

Marketing the Library:

Outreach to Children: All three libraries are busy with toddler and story time sessions and with visiting schools and/or preschools. September, however, was Library Card Sign-up Month. Both DeMotte and Rensselaer made special attempts this month to acquaint young school age children with the public library. Charlotte visited all 10 kindergarten classes in DeMotte and invited children to come to the

library, sending a library application and note home with each child. Several children responded. DeMotte registered 76 patrons (new and renewals) this month. Other months this year, they registered between 39 and 95 patrons.

Charlotte also did a radio interview about JCPL children's programs.

At Rensselaer seven first grade classes from Monnett Elementary visited the library to hear a story, take a tour and check out books. Rensselaer issued 51 new cards to first grade students and 130 cards (new and renewals, I believe) overall. Other months this year, patron registrations ranged from 39-91.

To adults: Rensselaer took our PowerPoint presentation about the library to 20 women at the Tri Kappa meeting.

For Library Card Sign-Up Month, anyone signing up for a new library card at a JCPL library received a coupon good for 10 free copies or $1 credit toward fines, as well as a chance at other prizes.

Continuing Education: The Youth Services Specialists/Librarian presented a staff workshop on Great Websites for Kids. This will help staff guide children and their parents to the most useful websites for their needs.

Sheila attended an INCOLSA-sponsored Technology Trends Workshop which she said was terrific. "I can't believe how much I learned about so many things! The topics were extremely relevant to my job....He covered hardware (PCs, laptops, tablets, PDAs), storage options (CD,DVD, hard drive), software (operating systems, open source, freeware), networking (wireless P2P) and Internet (XML, browsers, .NET, web services)." This knowledge is very useful as we read numerous articles recommending changes that may or may not be beneficial to us.

Sheila also attended a NICCL meeting at the New Carlisle Public Library which was designed by the Troyer Group and opened a couple months ago. She came back with "lots of ideas and things to keep in mind for the Wheatfield project."

DeMotte Library:

Building maintenance: Rebecca has had no heating/AC problems this month! The landscaping project is finally completed. Minor repairs have been made. The parking lot light pole should be replaced soon. Rebecca is thrilled with the lack of problems. So are we! You will find a report in your folder at the board meeting about the energy savings that DeMotte is experiencing as a result of the HVAC project.

Meeting Room request: A new church has requested use of the meeting room for one year. The board has usually approved use for 3 month with renewals if no problem exist. I recommend that this action be taken with automatic renewal if no problems exist. They would not then have to resubmit a request. I will put the subject on the agenda for the months of January, April, July if you approve this request.

Most popular program of the month was "Words of Wisdom for Women with Menopause" which drew 40 attendees. The speaker was a doctor from the Porter County Hospital.

Rensselaer: Hank Fincken portrayed Johnny Appleseed at the library one afternoon, to the delight of 70 patrons, young and old. A popular program for October is the Internet for Seniors class. Due to overwhelming response, the library is offering two sessions in October. Both classes are full (each can accommodate about 6 persons) and the library is taking reservations for the November class.

The library had the pleasure of meeting Cece, a Rotary exchange student from Bolivia, as she spent a morning in the library. She was able to sit in on a story time session and observe the circulation staff in action. She applied for and received a library card. She learned a lot about American libraries and staff learned a lot about Bolivia during their conversations.

An exciting project has been completed. Glenda Brown has gathered copies of General Robert Milroy documents from the Jasper County and Carroll County Historical Societies. Our own collection covers mainly Milroy's Civil War career and the war years. The Carroll County Historical Society has information about his early years when he lived in Delphi. The Jasper County Historical Society has memorabilia and many documents relating to his personal life, mostly items which our library gave to them after we received the documents from his family in the 1930's. Glenda has made a binder containing many items contained in the library and the historical societies. She has made identical copies for each of the historical societies. They are full of pictures and narratives of the Milroy family and give each organization a more complete record of the man and his life.

System Administration: We have planned for a major system upgrade to Novell Netware 6 this fall. Chester's of Valparaiso will be ordering the equipment and doing the work, rather than Think Tank. The total cost for the project is $33,919. Almost all of the cost will come from the Capital Projects Fund. Equipment and software are ordered. Installation will begin after October 7. It will take about two weeks to complete the work.

New equipment will be installed on the DeMotte wireless network soon also.

Technical Services: An inventory of AV materials is underway (videos, DVDs, cds, cdroms, books on tape, etc.) Jen completed Rensselaer's inventory, the first since 1999. Her initial

findings show very few items missing. This is important because Rensselaer had, in the past, the highest number of missing items, and Rensselaer has all videos stored on open shelves. There is controversy over whether videos should be stored behind the desk or on the shelves.

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Director's Report
October 2002

Staffing concerns: Gail Jung is out of the office on FMLA leave, to care for her husband during his recuperation from major surgery. Amber Pullins, Rensselaer Library Assistant, is on FMLA leave to care for her new daughter.

At DeMotte, Carolyn Kellner assists Marlene Beedle in her Indiana Room work. She is paid to help us out by Experience Works, a federal program. She recently fell and shattered her elbow and will be out for a few weeks of recovery.

Both Wheatfield and DeMotte allowed individuals to work off their community service hours at the library in the past month. We have had some bad experiences with this in the past, but had good experiences with both of these individuals.

Wheatfield Project:

Focus Grant: I talked to Chris Larson at K-IRPC (Kankakee Iroquois Regional Planning Commission) concerning a Community Focus Grant. He showed little enthusiasm for our chances of receiving one, I thought. He named other organizations also considering application for focus grants (Christian Haven, Rensselaer Mainstreet group). He said that the Indiana Department of Commerce, which determines how this federal grant money is distributed, is restructuring and is considering grants to foster economic development rather than community development. He is not sure if there will be two rounds of grants next year or only one round, later in the year. He enumerated all the people he would have to contact about our grant.

I explained that we are considering incorporating space for "Learning Center" activities in the new or expanded building. I said this space could be used for computer instruction, it could be used by colleges such as IVY Tech to bring classes to the community, it could be used for distance learning opportunities, etc. Chris said this would definitely put us in line for a grant on the basis of economic development since we would be assisting in developing a workforce that could attract new industry/businesses or meet the needs of present businesses. His enthusiasm level for our project showed a marked rise. I will pursue this.

Patty Stringfellow is a part of a Jasper/Newton County Lifelong Learning Network. It is a group of educators, business leaders, and others who are determined to bring needed educational opportunities to the local population. The focus is on the need for language and cultural education, technology-oriented job skills, basic work skills attainment and

accessible opportunities for adult education. I think this group would welcome the opportunity to locate some classes in the Wheatfield area.

We heard at district meeting about the initiatives of a number of Indiana libraries supporting learning centers. It was the first time I had heard anything in depth about the concept and about how a library could make a limited commitment that would not require additional staff and expertise. I can see ways we could do this without adding more space than we presently have planned.

We do not have this space use included in the rough draft of our building program. I would like to know what the board thinks about giving the Wheatfield Library this added focus. Do you feel this concept should be included in our building program? The building committee has not yet met to discuss this option.

Property: You will be voting on whether to approve my signing an Option To Buy for four acres of ground in Wheatfield at a cost of $70,000. If you approve this contract, you will need to approve the payment of $1,000 to the property owners for the Option To Buy and right of entry for this property. I will have copies of the 10 page Option To Buy at the meeting for you to look at. However, you may wish to look at the summary of the important points on R 13-R14.

Feasibility Study: As soon as the Option To Buy document is executed, our architects will begin work surveying the piece of property, testing the stability of the ground and incorporating their findings in their feasibility study.

Health Insurance Rates for Next Year: I just received the information on our Anthem rates for next year. It is not good news. Rates will go up 55%. Since we decided we would not be able to absorb the increases this year in our budget, we had told employees they would have to pay the increases. I am getting some bids from other insurance companies to see if we can do better elsewhere. To ask employees to pay $183 per month instead of $39 per month is nearly out of the question. I probably will not have more news for you on this subject until after the board meeting.

Marketing the Library: Renee, doing her usual great job of providing publicity for JCPL, sent out 29 press releases this month! Her press releases appear regularly in the Lake and Porter County newspapers and on our radio stations, as well as in the local newspapers.

Continuing Education: Three of us attended the District 2 Conference and found the programs very helpful and thought-provoking. Marlene Beedle, a DeMotte Reference Specialist, presented two Indiana Room workshops for JCPL staff as well as one for patrons. Rebecca, DeMotte Librarian, offered a Ready Reference workshop for our staff. Staff from each library attend these in-service workshops.

Our Children's Specialists/Librarians attended a workshop in Kokomo on selecting and marketing science fiction and fantasy books for children.

Jen Evers has been the driving force in convening an Indiana TLC (that's our library automation company) Users group. Her efforts will be rewarded in December when the first meeting will be held at the Elwood Public Library. This will be a good opportunity to discuss common problems and concerns. In the future it will be an opportunity to have TLC staff demonstrate the enhancements we will see in new upgrades and an opportunity to communicate our needs to their staff. There is power in joint efforts.

Patty Stringfellow, Rensselaer Librarian, has created a Fall Reference Quiz, focused entirely on the INSPIRE databases, to help her staff sharpen their reference skills.

Our staff continues to attend counterparts meetings in various northwest Indiana libraries and find them very valuable as they share ideas, and solutions to problems.

DeMotte Library: Charlotte Fagen arranged for Randy Woods to visit the library, complete with fireman's attire and fire truck, to talk to 48 parents and 48 children about fire safety. In another special program, while children were in story time, sheriff's deputy Jason Wallace talked to 49 parents about seat belts and car seat safety.

A few years ago, we laid a path of concrete tiles across the grass from the parking lot on the west side of the library (upper level) to the main sidewalk. People seemed to be cutting across the grass anyway, rather than walking to the north sidewalk and east to the main sidewalk. Now, we find a tree root pushing up a tile so that it poses a risk of tripping someone. Mike Manning, County Extension Agent, examined the root and determined it could not be cut without endangering the large maple from which it came. We are removing the sidewalk and replanting grass.

Rensselaer: The Friends of the Library Fall Festival was a big success again this year, drawing a crowd of 265. They decorated 100 pumpkins, made $200 on their cakewalk and sold tons of hot dogs and caramel apples at cost.

A series of four Autumn Cooking sessions were offered, including the wildly popular Noodles at Noon, and Cookie Dough in a Jar. Those attending are clamoring for more of the same.

Internet for Seniors has so many people interested that extra sessions were added in October. November classes are full and staff is taking names for the December class. (In October, we taught Internet skills to 14 at Rensselaer, 1 at DeMotte and 4 at Wheatfield.)

Glenda Brown was surprised and pleased to learn that she has been included in the author acknowledgements of the book Gateway to Gettysburg, by Larry B. Maier. General Robert H. Milroy's most famous and disastrous battle was featured in the book. I will bring a copy of it to the board meeting, so you can see the complimentary words about Glenda and the way in which our Milroy documents are being used to help scholars.

Rensselaer has a St. Joseph's College work/study student filling one of our regular page positions. This arrangement requires us to pay only ¼ of this page's salary, with the school paying ¾ of the salary.

System Administration: Our major system upgrade to Novell Netware 6 has gone amazingly well, Sheila reports. Rensselaer was completed in 2 days, Wheatfield and DeMotte in one day each. Minor problems are being resolved, but these haven't affected staff or patrons.

Sheila reports that she now has access to her work PC desktop from her home PC via special software. Because of this, she can perform troubleshooting tasks from home if staff call with a network problem.

Sheila has filed for telecommunications discounts with the Universal Service Fund for the July 2003 to June 2004 year. This will give us about 59% discounts on our local and long distance telephone service, our wireless WAN (wide area network between DeMotte and Rensselaer) and our Sprint WAN (between Wheatfield and Rensselaer). We estimate the discount at about $10,400 per year.

Wheatfield: The Internet for Seniors classes continue in popularity. Those classes and the Book Discussion Group meetings continue to be the most consistently well-attended programs at Wheatfield.

Wheatfield's Friends of the Library purchased the library a new fax machine and are contributing some of the money for the new video browser cabinet which Jack is building for them.

Technical Services: Our OPAC and our cataloging module were down for two days in October while TLC performed some clean-up procedures on our server.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Director's Report
November 2002

Election of Officers: At the December meeting, you will elect your officers for next year. The slate of officers is as follows:

President:	Sue Deardorff
Vice Pres:	Mark Heinig
Secretary:	Joan Floyd
Treasurer:	Mari Anne Sayler
Asst. Treas:	Tim Schultz

Board meeting dates: At the December meeting, you should approve board meeting dates for 2003. I have provided a suggested calendar on R 7. You will need to either approve that calendar or approve a calendar with changes in dates and/or time.

Wheatfield Project: Diana and I had an informative talk with Darwin Whited, Wheatfield Clerk/Treasurer. He has his finger firmly on the pulse of the community and was able to provide us with insights which will help us sell our Wheatfield expansion project more skillfully. Letters will go out to members of the Wheatfield Friends of the Library this week and to the Town Board explaining our thinking and our plans. We are on the agenda of the Town Board in January. After the letter to the Friends and the Town Board, a news release will go to the newspaper.

Focus Grant: A talk with Gary Green, County Commissioner, led to my calling Linda Wolashansky, director of KV Workforce Innovations (previously Workforce Development). At her suggestion, I was contacted by the new Northwest Indiana Regional Director of the Indiana Dept. of Commerce. We have a meeting scheduled with him and with the person in charge of the community development program for northern Indiana on December 16.

Property: The Option to Buy contract has been signed by the 3 property owners. I have directed our architects to proceed with the feasibility study. We will meet the week after next to locate the precise piece of ground we would build the library on. It will be a piece that fronts on Main Street, of course. Does the board want to have someone at our meeting to decide precisely where and what shape we'd like the property to be? Or do you want to leave that to the architect and Diana and myself?

Health Insurance for Next Year: We have found a company that quoted rates considerably lower than Anthem for almost as good insurance. Avemco, the insurer for health coverages for this health insurance has an A+ rating. It does not offer coverage of eye exams, but it

offers coverage for glasses & frames. That seems to be the basic difference. We are having staff complete applications. When they have been sent in, the company will give us their final quote on costs (which could be higher). At that time, we will make the decision on whether to change companies.

Friends of the Library: I wanted you to be aware of an awkward situation at both DeMotte and Rensselaer. At DeMotte, when the Friends were unable to find a volunteer to preside over their group, Charlotte Fagen agreed to be president of the Friends group. I believe at least one other DeMotte staff person will be an officer for next year also.

At Rensselaer, several turned down the presidency. Jim Stringfellow, Patty's husband, agreed to be president for 2003. Patty will be secretary and Sharon Schulenberg will be treasurer.

We are uncomfortable with the perception that employees (or their spouses) are guiding the activities of an organization formed to assist the library in its work. Nevertheless, the organizations are both active, energetic organizations with a number of community residents very willing to help with the Friends' activities. They just do not wish to be officers.

Do you have serious concerns about this? Do you have suggestions for preventing this situation (other than forbidding staff to hold office and letting the organization become defunct)?

DeMotte Library: Charlotte Fagen has organized a Teen Advisory Board. Twelve teens attended the first meeting. They plan to meet monthly. The group has many exciting ideas. One of their projects will be a Teen newsletter.

Charlotte has also put a great deal of thought and effort into planning a Tutoring Program. She currently has 14 teen volunteers to help with this. All have been approved by their schools as qualified to tutor. The service will initially focus on tutoring children in grades 1-6. If it is successful, it may expand to cover grades 7-12.

Charlotte, Jean Kaluf and Rachael Cavinder, Charlotte's assistants, did an outstanding job with the annual "Make It & Take It" program. This year 69 children created crafts they could take home with them, while their parents attended Parent-Teacher conferences.

Emily Whitlow, our floating library assistant (works at all 3 libraries as needed), arranged a "Holiday Quilt in a Day" program presented by Darlene DeVries. It was very popular. Twelve participated, but more expressed interest in similar programs. Vickie Stubblefield, library assistant, put together a special quilting magazine display to play to the interests of these library patrons. DeMotte reports they have had a run on their quilting books and magazines since the program.

DeMotte is still having problems with their heating system. We hope it is simply a matter of getting all adjusted correctly.

Rensselaer: Patty reports that Rensselaer Library's 10th birthday celebration for the building was a smash! Staff served cake to more than 150 people. Community residents took time to sign our "birthday card", listen to great music and gaze at our new quilt hanging in the building. Carolyn Owen and the Carnegie Quilters took the staff's vision for a quilt and made it a reality, with funds provided by the Friends of the Library. Performers for the evening included Jennifer Fellmy, flutist; the Prairie Players on dulcimer; the Rensselaer Children's Choir, singing a variety of patriotic and uplifting songs, including Happy Birthday and a special thank you song for the staff.

Patty and librarian Kathryn Weed spent a good deal of time preparing for two business for breakfast programs, a program on using the OPAC, one on Print Resources as Homework Tools, and Electronic Resources as Homework Tools. A total of 5 people attended these five programs, with 2 programs having no one in attendance. This was disappointing.

On a happier note, nine attended Brenda Greene's "Tips for Beginning Writers".

Jackie Saxon, Youth Services Librarian was quite active this month. Out-of-the-ordinary children's programs included a tour and OPAC tutorial for 20 homeschooled children and an evening story time with a Thanksgiving theme attended by 13 children.

Patty has informed me that she will serve on the Remington Public Library Board beginning in January. This will give her a valuable look at a different part of library operations.

System Administration: Sheila discovered that we could turn in our old HP servers, now that new ones have been installed, and get a rebate on them. She cleaned off the hard drives and packed the servers in boxes provided by HP. Once HP verifies that the servers are in working order, we should receive a refund of $1290.

Please contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet.

Director's Report
December 2002

Health Insurance for 2003: Anthem's health insurance policy turned out to offer the best rates. We will stay with Anthem this year, but investigate other insurance possibilities for next year.

We had one employee decline health insurance. Because of this, we may well be able to stay within our insurance budget. If another employee becomes eligible for the insurance, we would be over budget by only $3600.

The policy we now offer is less liberal than in the past. It offers 80/20% coverage (60% out of network) and an office visit copay of $25 in network, $45 out. Prescription drug copays are a little higher than before.

The biggest change is that the deductible is now $1000 instead of $250, and out-of-pocket maximum is $4000 for employees. The deductible relates to those expenses that don't have a copay (mostly in-hospital expenses). The policy will still keep employees out of serious financial trouble. It retains their vision and dental coverage.

Employees will pay $73.42 per month (instead of about $39). It is still a huge burden for those insuring their families. An employee insuring spouse and children must pay $383.79 per month.

Continuing Education: We will once again send Jen Evers, Technical Services Librarian, and Sheila Maxwell, Systems Administrator, to the Computers in Libraries Conference in Washington, DC in March. INCOLSA gives a good discount on the conference fee ($155 per person). There are few other workshops and conferences offered in their areas of expertise during the year. They absorb a tremendous amount of information in the three days of this conference which later benefits the library.

Building insurance: We will have had our present building insurance 1 year in April. The board can elect to change insurance at any time. Our board calendar says we will rebid it every 2 years in the odd years. Do you want to rebid the building insurance this year? Insurance companies no longer guarantee the same rate for more than one year, we are told. Our rates jumped tremendously last year, apparently because of boiler, ice damming and water break emergencies experienced in the most recent years. Thus far, we have had no claims this year. Is it worth seeing if our rates will go down because of this? This is a topic for board decision.

DeMotte Library: A number of parents have signed children up for the library's new tutoring program. Five children were tutored during December by our new young adult tutors. The recently created Teen Advisory Board has decorated the YA room and is hard at work on a newsletter to be passed out at the Intermediate, Middle and High Schools. Selected youth are reading reviews for CD-Roms and videos. It is exciting to see young adults being attracted to the library and its programs. Charlotte and her assistants are doing a fantastic job.

Rebecca announced that she is halfway through her Master's in Library Science program, and is carrying a 3.9 GPA.

DeMotte had major boiler problems earlier this month. A factory representative spent an entire day working on the problem. A knocking noise has been heard only once since. We are hoping the problems are in the past.

Rensselaer: The Rensselaer Library was awarded a Chamber of Commerce Business/Organization Anniversary Award in recognition of 10 years of service in our building. Patty reports that the Friends of the Library's annual Christmas Tree Walk generated over 300 food items for the local food pantry. Van Rensselaer Elementary School had the winning tree. The Friends will donate a book to their school library and place a copy of the identical book in the public library as well. The Friends also participated in the Rensselaer Christmas Parade.

Patty applied for another Literacy Grant from Wal-Mart. She plans to fund a Spanish language newspaper if possible. Two volunteers (one of whom is Spanish-speaking) are helping Kathryn create an annotated bibliography of our expanding Spanish language collection. This bibliography will be made available to Healthy Families and other service organizations.

Emily Whitlow and Kris Mays have been hard at work planning their new evening book discussion group, The Cellar Door. This group will meet in February and will be marketed to the late 20s, 30s and early 40s crowd.

TLC: The TLC users group meeting went very well. Sheila noted that Jen did an excellent job organizing the group. She came back with lots of good information as did others who attended. Jen reports that fifteen people from 5 different libraries around the state attended, as well as two representatives from TLC.

We still have TLC speed problems, which are worst in Wheatfield. TLC is sending a "test" PC to install terminal services there. This will speed things up beautifully. What no one at TLC has mentioned is whether they expect us to pay for this equipment. We believe we should not have to pay.

Annual reports: Jen Evers and Sheila Maxwell will give their annual reports on the Technical Services Department and the System Administration of the library at your January board meeting.

Board of Finance: Every January, the board is required to "organize" as a Board of Finance, elect officers, and make certain decisions: the newspapers in which we will place our legal advertisements during the year, the banks in which we will deposit our funds and the accounting practices we will follow. The Board of Finance also gets an annual financial report at that meeting.

One of the items usually listed in the "Accounting Practices" document is a list of the kinds of bills which can be paid between board meetings. A state law now defines these kinds of bills. You have a resolution to approve (R 9) listing all the types of bills which the State says *may* be paid before a board meeting. In many cases, we would not pay these bills before we had your approval (legal retainer fees, bond payments, etc.) but board approval of the resolution protects us if one of these bills comes due between board meetings and we were not previously aware of it. Payroll is one obvious example.

The Board has always found it simplest to elect the Library Board officers as the officers of the Board of Finance.

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Director's Report
January 2003

Continuing Education: I would like permission for staff to attend two workshops. I would like to send Glenda Brown (Rensselaer) and Marlene Beedle (DeMotte) to the **Genealogical Research on the Internet Computer Lab** on March 7, at a cost of $50 per person. This is sponsored by the Indiana Historical Society. I would like to send Rebecca Gibson (DeMotte) to the CareerTrack workshop on **Criticism & Discipline Skills for Managers** at a cost of $149 per person.

Library finances: We have two utility bills that sometimes come too late to pay with either the monthly bills or the payrolls. We have decided we will have to cut checks for these bills separately, to avoid late payment charges. For this reason, we may occasionally be asking our treasurer to make an extra trip into the library to sign a check. I just thought you would like to know.

Library digital camera: It has become apparent that one camera is not enough to allow us to record as many of our library events as we would like. For this reason, we used some gift money from the Ralph Fendig Fund to purchase a second digital camera to be kept at the DeMotte and Wheatfield libraries. Although the same make and model as our first camera, camera prices have come down considerably and it costs less than half what the first camera cost.

.

Library circulation: Continuing my assessment of library use in the last 10 years, I found some interesting statistics concerning circulation. To avoid the skewed statistics for the year we moved into the new buildings, I used 1994 figures instead of 1993. The circulation of adult books is down: 3% down for fiction, 12% down for nonfiction. On the other hand, children's fiction is up a fraction of a %, while nonfiction is up 11.3% over 9 years ago. This may reflect the fact that adults are using the Internet and the online databases for more of their factual needs.

Along the same lines, the circulation of adult magazines has decreased by 21%. Here too the online databases may be giving patrons the news articles they need without requiring them to check the actual magazines out.

We didn't keep statistics on young adult book circulation 9 years ago. However, young adult fiction was checked out over 200% more in 2002 than in 2001, and nonfiction almost 400% more. It is still a small portion of circulation, but this kind of increase is encouraging and probably due to the new focus of our Youth Services staff on young adult activities.

Circulation of sound recordings has increased 35% since 1994. At that time, sound recordings were records. Now they are mainly CD's and books on tape. The biggest increase is found with VHS/DVD which increased 135.5% since 1994. This circulation increased 30.5% just in the past year.

Registration statistics: We regularly purge our computer system of patrons whose cards expired one year before. In the past, our policy has been to leave patrons in our computer system when their library cards have expired but they still owe fines (or have not returned overdue materials). In that way, if they ever apply for a library card again, we can try to get the money they owe. This is important when these people have shown themselves to be highly irresponsible by accumulating high fines or failing to return materials. We don't want to issue new cards to such persons.

However, this gives us skewed statistics about the total number of patrons registered. We would like to purge our computer system of patrons owing $5.00 or less in fines whose cards expired before 2002. For DeMotte alone, we have 645 patrons in this category whose cards expired between 1994 and the end of 2001. We don't think it is worth the hassle of arguing with these people who incurred only small fines and have forgotten that they did so by the time they want to use the library again.

We may be coming to a time when we have to pay for some formerly free services such as INSPIRE. The cost will be based on the number of registered patrons which presently must include these expired patrons still owing money. We think it is a good time to try to provide a more accurate count of our registered patrons.

Do you have a problem with our purging the system of expired patrons owing $5.00 or less in fines?

Rensselaer Library: Patty Stringfellow and Jackie Saxon will present their annual report at the February board meeting.

Glenda Brown held a class for a local Brownie troop on how to trace your family tree. She also completed an index to the Memorial Gardens Cemetery and received a warm thank you note from the Carroll County Historical Society for the Milroy history binder she sent to them.

Jackie Saxon held a Game Day and a Lego Fun Day at the library to entertain children. She also launched her new six week chess program, co-sponsored by the local National Guard. She will probably have more information for you about this interesting program.

DeMotte Library: The teen tutoring program is going well. Eight teens tutored 58 elementary aged children during tutoring sessions held on 10 days in January.

A very unusual computer problem has staff baffled. Jill Tachtiris is providing excellent help for Sheila in troubleshooting the problem. Their most recent conjecture is that an evil spell has been cast on one specific location in the building and an exorcism may be in order.

Wheatfield Library: In front of the Wheatfield Library (southeast), we had steps going up to the book drop and railroad ties that shored up the dirt in that section, with rock on top. Skateboarders or bikers eventually wore down the structure, making it unsafe. We had the ties removed last year. The picture on R15 shows the condition of the site right now. We need to do something to keep the dirt from washing down onto the sidewalk. Brian Urban, the person who has done some Wheatfield landscaping for us, has recommended using decorative keystone to shore up the area. He feels that their rough front and top will not be conducive to skateboarding or biking. It would cost us $3,000 to do this work.

He has also suggested a lower priced version ($2400) which would eliminate the plants, be a 24" wall rather than 36", and use brick and charcoal colored stone rather than gray or one of the other higher priced colors. The soil and mulch would be there. Plants could be added the next year.

I need the board's guidance. If we do this work, it could help with the resale value of the property, but it is a lot of money to put out for a building that we might only inhabit for another year or two. Should we do it? What other alternative do you see?

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
February 2003

Continuing Education: Staff continues to benefit from counterparts meetings held in various northwest Indiana libraries. Jill attended a reference workshop. Patty and I attended Legislative Day in Indianapolis. This is an opportunity for us to stay informed about legislative issues that may impact our libraries. We heard our lobbyists' take on what bills are likely to make it successfully through the legislative session. We met with our legislators, to hear their concerns and share ours. We feel we are being heard. We don't know if we will win the funding we need for INSPIRE and our Internet connections, but at least we have tried and we know legislators are concerned also.

Sheila attended a free Technology Expo, sponsored by Chester Technologies, our computer consultants, at the Porter County Expo Center. She viewed a variety of new technology products and attended 4 very worthwhile information sessions. As a bonus, she won a free copy of Windows XP Professional, a $200 value.

Technology: The upgrade went well. TLC is sending a terminal server today to speed circulation procedures at the branches. They have not mentioned cost, so we are assuming they agree that it is their responsibility to improve the speed.

Sheila sold most of the remaining obsolete equipment on Ebay this month—3 CD-ROM towers, 2 Discports, 2 Tape Backup drives—for a total of $315.

Privacy issues: We have a policy on confidentiality of employee and patron information. I am presently working on procedures for carrying out that policy. The U.S.A. Patriot Act, passed by Congress very quickly just after September 11, 2001, makes it much easier for federal law enforcement to obtain confidential information without the constraints on "fishing expeditions" that were previously in place. The law also puts a gag order on the library (or business) whose records are searched. We may tell no one that such a search took place. I am not even sure that I would be allowed to tell the board that a search took place. I am conferring with our library attorney as I write the procedure. The staff has to be ready to deal with a person coming into the library and demanding information or carrying out computers, etc.

Grant Committee: The search for grants to fund projects needs to be planned on a system-wide basis, not library by library. The Management team discussed the various projects they would like to carry out with funds from grants. A committee will prioritize the projects, and determine which grant sources should be asked to fund the various projects. The committee will meet this month. We will go from there.

Employment Law Workshop: I will present a workshop for management staff later this week. It will cover the various laws governing interviewing, hiring, disciplining, firing, harassment, discrimination and protecting patron confidentiality.

Newspapers: DeMotte has a small number of KV Posts going back to 1932 and would like to discard the paper copies for which we have microfilm copy. It is unlikely that anyone would need to see the originals. I would like the board's permission to offer them to the DeMotte Historical Society and to discard them if the Society doesn't want them.

Rensselaer Library: Quite a bit of money is being collected in the library's "program donation jar" which allows patrons to help pay for programming. She is using the donations to fund author visits and other such programs. The first monthly "Meet the Author" program featured Rosemary Perry, newspaper columnist and author of Furrows & Hedgerows. Ms. Perry told stories of growing up in rural Indiana in the 40s and 50s. Turnout was low (seven), but she was very entertaining.

Kathryn compiled a list of our Spanish language materials which she will distribute to appropriate local agencies. Jackie visited the Jasper County Youth Center Preschool for the first time, reading to two different age groups. She hopes to continue visiting this preschool. Jackie also booktalked historical fiction for a St. Augustine School class.

DeMotte Library: Charlotte and Jean have given book talks to sixth grade classes to show what the library has to offer them. They continue to visit the adult ESL classes (English as a Second Language). Renee has begun visiting Oak Grove Retirement Village on a weekly basis, reading short stories to the residents.

Several DVDs were stolen out of their cases in the last few weeks. For this reason, the DVDs are no longer stored on the library's open shelves.

Wheatfield Library: Brian Orban (LawnCare Consultants) has submitted a revised plan for landscaping the front of the library. Pictures of the front area can be found on R 23. The cost would be $800. He would remove the existing dirt down to sidewalk level by the wall (but not between the raised sidewalk and the city sidewalk). He would paint the tarred part of the wall to match the existing brickwork, then plant approximately 40 perennials and grasses, using landscape fabric to keep down weeds and covering with wood mulch and black landscape edging. Scalloped edging would cost an additional $100.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Director's Report
March 2003

Wheatfield Building Project: Your first action will be to determine whether you wish to proceed with the building project. Next you must determine whether to accept one of the options determined by the Feasibility Study and proceed with it, continuing to use The Troyer Group as our architect. If the option selected is the new building, you would then vote to purchase the 4 acre plot at the price agreed upon, transferring $68,500 from 3.94 (LIRF) to 4.1 (Land) for that purpose. We presently have $180,000 in 3.94 (LIRF).

Once you decide to proceed with the project, I would notify our architect, attorney and financial consultant. They would lead us through the next steps. We would probably begin immediately with an in-depth look at the building program, working with the architects to translate that into actual plans and specifications.

One thing you should decide right away is whether to continue using the present building committee to work with the architects on this project, bringing major portions of the work to the board for approval as we go along. The present committee consists of Sue Deardorff, Tim Schultz, Diana Kooy, Diane Kros (Wheatfield children's library specialist), Rebecca Gibson (DeMotte Branch Manager), Charlotte Fagen (DeMotte Youth Services Specialist), Patty Stringfellow (Rensselaer Head Librarian and First Assistant to the Director) and myself.

Continuing Education:

Staff Development Day: We want to hold our in-service training workshop on Friday, September 5, from 8 AM to 12:30 at the Rensselaer Library. We will focus on the USA Patriot Act and our procedures for dealing with requests for patron (or staff) information, and on sensitivity training for dealing with persons with disabilities. We will also have a refresher on use of fire extinguishers.

We would reopen all libraries at 2 PM, giving staff time to travel to their libraries and to have lunch before we re-open. Is this acceptable to you? If you vote to approve the Consent Agenda items, you will approve this. If you want to discuss it, pull it out of the Consent Agenda at the beginning of the meeting.

OVGTSL conference: The annual conference of the Ohio Valley Group of Technical Services Librarians will be held in Terre Haute in May. Jen Evers, Technical Services Librarian, would like to take her Technical Services Specialist, Peggy Woods, with her

to this conference. The conference has been a good learning experience for Jen and she feels it would benefit Peggy also. The cost is $85 per person plus a hotel room, mileage and 2 meals. If you approve the Consent Agenda items, you will approve this. If you have doubts, request that this item be moved from the Consent Agenda to the regular agenda.

Annual IOLUG Conference (Indiana Online Users Group): The annual meeting is May 16 in Indianapolis. The Indiana Videoconferencing Project and online learning experiences will be featured. We would like to send Kathryn Weed and Patty Stringfellow at a cost of $45 each. If you approve the Consent Agenda items, you will approve this.

Sheila and Jen attended the Computers in Libraries conference in Washington DC. Jen writes, "This is the fourth year I have gone, and I would rate this as probably the best conference I have attended thus far. There was a session on usability testing for a small library—which is perfect timing since I would like to do some usability testing on our web page this summer....." (Usability testing asks patrons how user-friendly our web pages are and where they have trouble using them.) Sheila commented "The buzzwords at CIL this year were RFID (Radio Frequency ID) tags and VLANS (Virtual LANs). I attended workshops on open source software, web search tips, technology standards/interoperability (at what stage should we consider adopting them), wireless technology, cyberstalking and security threats to libraries."

Glenda Brown (Rensselaer) and Marlene Beedle (DeMotte) attended a genealogy workshop in Indianapolis.

Management staff seemed to feel the Employment Law Workshop which I presented was valuable, although too short.

Jasper Foundation Annual Celebration Dinner: This year the Jasper Foundation will be featuring JCPL as one 2002 recipient of Foundation grant funds. I have been asked to attend the dinner and say a few words about what these funds have meant to the library. In February 2003, we received $400 from the Ralph W. Fendig Fund and $150 in interest from the JCPL Fund in Memory of Bonnie Powell, although it was 2002 money. We have not yet spent that money. However, we just purchased a second digital camera to be used at the DeMotte and Wheatfield libraries with the money received from the Fendig Fund in 2001.

Copiers: DeMotte has rejected the MITA digital copier we had on approval from Heritage Office Products. We could not get the instruction we needed to use it properly. DeMotte and Rensselaer have each purchased (on approval) a new digital copier this month. DeMotte has a Lanier, Rensselaer a Minolta. They are expensive

purchases but will work more efficiently than our previous copiers. Both our old copiers at DeMotte and Rensselaer became permanently disabled recently.

NILBA Dinner: The Wednesday, April 30, NILBA dinner will be held at the (excellent) Patio Restaurant in Merrillville. A reportedly fantastic speaker, Morton J. Marcus, will talk about Indiana finances and economics. He has a much read column in more than 30 newspapers and is Executive Director of the Indiana Business Research Center. He is on the faculty of IU's Kelley School of Business. He is "an economist with wit and a consistent point-of-view" and an "internationally recognized expert on regional economies". Check your calendars so we can send in our reservations. I would really like some board members to attend this dinner with me.

Health Insurance: Only one of our part time staff (30-34 hrs per week) has requested to be added to our health insurance.

DeMotte HVAC project: We have had continuing problems with the new Hydrotherm boilers. Last week, a mechanic repaired them (at no cost to us) and changed the temperature controls to conform to Indiana law. Hopefully, a follow up boiler inspection will find us in compliance, and hopefully, we will have no more problems. Of course, we are near the end of the heating season, so we won't know if it is fixed until fall.

Technical Services: Included in our catalog (OPAC) are the titles of the books that are available online from the NetLibrary database we subscribe to. This means that when a patron asks for a book, we may not own the physical book at all, but it is available online. Patrons must come into the library and register to use NetLibrary (once). After that, they may use the books in NetLibrary from their home computers. They can read a book page by page, or use it for reference purposes.

This month, Tech Services has been working to put the LearningExpress tests in our online catalog. This is a database we subscribe to which offers tests and study guides on a wide range of subjects. By putting the tests /study guides into our OPAC, we make them more easily accessible. These are valuable additions to our library's resources.

System Administration: The TLC terminal server is working on several computers at DeMotte and Wheatfield, providing excellent speed. A couple issues remain. Terminal services needs to work at *all* our circulation workstations. At present, only *five* workstations (at Wheatfield and DeMotte combined) can use it at the same time. The other issue is whether TLC is going to ask JCPL to pay for any of this upgrade.

DeMotte Library: Charlotte Fagen and Diane Kros were judges for Wheatfield Elementary School's Science Fair.

Jill Tachtiris gave the staff a "Reference Refresher" on Consumer Resources. This will help staff better meet the needs of patrons.

Rensselaer: Rensselaer received a $1000 gift from the estate of Mabel W. Stewart. Patty and I will meet with Mabel's brother, Don Stewart, to discuss ways in which we might use the gift.

Lisa Davis created attractive, brightly colored brochures and color sheets to be presented to students at this year's kindergarten roundup. The brochures and bookmarks promote a love of reading, books in our collection, and our library.

Many Rensselaer staff members have ordered shirts touting the Rensselaer Public Library or the Jasper County Public Library, to be worn during summer reading and on dress down days and other special occasions.

Capital Projects Fund: Last month you approved the Capital Projects Fund Plan for advertising. This month we hold the public hearing at the beginning of our meeting. The hearing was properly advertised twice in our two newspapers. The board may now pass a resolution to adopt the plan. If anyone was present at the hearing to voice dissent about our plan, the board needs to discuss that dissent and determine whether they feel it is reason enough to change the plan. Then they may pass the resolution to adopt. We will immediately refer the plan to the County Council for their approval.

The plan as advertised is on R 13-R 19 of your March board packet. I will not provide additional copies for you unless someone specifically asks for one.

Patron Privacy Issues: At Anne Marie's request, we will devote some time at the May board meeting to a discussion of the USA Patriot Act which has serious ramifications for patron privacy. We have developed procedures for handling requests from law enforcement concerning patron records and will introduce those to you. Jen and Sheila are both researching the problem of patron privacy, to determine whether records we purge from our database are truly purged, or just hidden from our view. In May we want to be able to tell you just what we can and cannot do to protect the privacy of our patrons and discuss what you want us to do (if there are options).

Please contact me if you are unable to attend this very important April board meeting or if you have any questions about material in your packet. Remember that the meeting is at WHEATFIELD!

Director's Report
April 2003

Wheatfield Building Project: The purchase of the four acre tract is under way. At this meeting you will pass a resolution to allow me to execute "all documents necessary to close the real estate transaction".

We received the first draft of the contract with the architect. Ed Dumas will revise it and it will go back to The Troyer Group for their approval. We hope to have it ready for board signature by the board meeting. Two days after the board meeting, Ed has arranged a meeting in his office to map out a timetable and a budget for the project. Attending will be Lonnie Therber, our financial consultant, Jane Herndon, bond counsel from the Indianapolis firm of Ice Miller, Jeff Anglemyer, our architect, Ed and myself. I may take Gail to catch whatever I miss. We are on our way.

Ed tells me that our next step is to vote to advertise a board hearing to make a preliminary determination to issue bonds in the maximum amount we may need. We will probably be ready to do that at the June board meeting. Ed and Lonnie Therber would attend that meeting to explain the procedures to the board.

If, within 30 days of the public advertisement on preliminary determination, 250 taxpayers have not filed a complaint with the county auditor, we are ready to move ahead. If there are 250 complaints, we then go into a petition and remonstrance process. Indications are that there is little opposition to the project.

Continuing Education:

Several Rensselaer staff, one board member and one DeMotte employee attended the annual Indiana Library Federation conference. Anne-Marie may want to share some of her thoughts on the board program she attended. Speaking for staff, everyone found a "gold nugget" here and there in the programs, but the overall opinion is that continuing education needs are better met in day-long workshops on one topic and in the counterparts meetings which many attend 2 or 3 times a year.

Vickie Stubblefield gave the rest of the DeMotte staff a refresher course on business resources in the library.

Gail attended an excellent INCOLSA-led Excel workshop. I have been taking an online Windows 2000 course in an experimental program offered through INCOLSA. I feel this could be an inexpensive and useful way to give computer training to staff.

Capital Projects Fund: We are on the agenda of the County Council at their meeting on Tuesday, May 13, at 7:30 PM. They will vote on whether to approve our Capital Projects Plan. Usually, we have no problem. This year there are two different persons on the Council. This year, also, we are talking about floating a bond issue for the Wheatfield Library. I do not know whether this decision on our part will make them see the library's request differently. When we went to them with our request originally, we said we wanted to save money for a future Wheatfield Library project, so that we would not have to float a bond. I would like at least one board member to attend this meeting with me, in case they have questions or concerns.

Copiers: DeMotte and Rensselaer staff are thrilled with their new digital copiers. Copying projects take much less time now.

NILBA Dinner: Anne-Marie may want to report on the NILBA dinner we attended.

Library Programming: Staff have been busy with some unique programming this month. Marlene's Indiana Room program was presented to 8 attendees, the maximum possible for the program. Others were put on a waiting list for a future program. A balloon sculptor from Lafayette entertained an audience of 57 with stories and balloon art at Rensselaer during National Library Week. Kathryn Weed spoke to 300 middle schoolers at Rensselaer this month about our databases. Preparation meant a lot of work on Kathryn's part, but she got terrific teacher feedback and students seemed interested as well.

Charlotte, Jean and Rachael passed out booklists, library card applications, coloring pages and crayons at the KV kindergarten registration, meeting roughly 90 children and their parents. Jackie gave a tour and OPAC instruction to a 5th/6th grade Special-Needs Class.

Linda Thompson prepared a successful Microsoft Word and Internet class for a patron who is returning to school and needed an update.

Marketing: Charlotte and Rachael participated in the KV Chamber of Commerce's Reality Store, where 8th graders focus on careers, financing, budgeting decisions. Lisa and Emily manned a booth at the Rensselaer Chamber of Commerce Lifestyle Expo. They held drawings for JCPL mugs filled with goodies and promoted library services.

Technical Services: Jen spent one day at the Frankfort/Clinton Co. Public Library helping our former Rensselaer librarian Michelle Bradley learn the basics of cataloging using the Galaxy system. Although we no longer use Galaxy, Jen found one procedure manual which she had written and never updated. She was able to give this to Michelle to help her get started with an area of librarianship with which she was not familiar. In return, the director of the library promised to give our staff a workshop on fund raising, a skill at which he is an expert.

System Administration: Sheila finished the installation of a new version of InoculateIT 7 at all libraries. Now all PCs are updated automatically each day and she updates the antivirus software only on the 4 Novell servers.

Rensselaer: The Friends of the Library Book Sale has earned over $500, the best sale ever. Kathryn hosted a volunteer recognition tea this month. Approximately 15 volunteers and one board member assembled for this event. Later in the month, staff celebrated Glenda Brown's 15th anniversary at the library with a carry-in, flowers and gifts.

Wheatfield Library: Our landscaper has begun planting the strip along the east side of the building. The part completed looks very attractive.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
May 2003

Workshop Approval: I would like to send 4 of our public services staff to a workshop on Honing Readers' Advisory Skills in Columbus, Ohio, sponsored by the Ohio Library Council. This 2 day workshop features nationally known speakers in the field. It will help us be more effective in finding patrons the kinds of books they want to read. We will also learn more about leading book discussion groups. This will be an opportunity for continuing education for staff who do not often find workshops in their particular areas of responsibility. Total cost is $164 for hotel, $225 for registration for the 4 women plus transportation and meals. I think it will be well worth the expense.

Continuing Education: Technical Services staff has attended one conference and one Indiana TLC Users Group meeting this month. It appears that these User Group meetings, which Jen organized last year, are going to be very popular and very valuable in helping staff make the most of our TLC automation system.

Wheatfield Building Project: Recently Gail and I met with our attorney, architect, bond counsel and financial consultant to set a Proposed Schedule and Timetable (in your packet) for the project and to attempt to determine costs. Ed Dumas and Lonnie Therber will attend the June 9 board meeting to talk to you about these issues.

You will also be asked to formally vote to hire Ed Dumas as our attorney for this building project and the firm of Ice Miller as our bond counsel. Their letters, explaining their roles in our project and their fees, are in your packets. Ice Miller is the preeminent bond counsel in Indiana. We have always used them (I'm not sure there are other options). We have always used the Dumas firm for our building projects. They have a great deal of experience working with governmental projects.

We hope to have the final contract from Troyer ready for your signature. Your packet contains the second draft of their contract. Ed and I have asked them to make a few more minor changes to it.

You will also be asked to vote to advertise a Preliminary Determination Hearing to be held in the Rensselaer Library meeting room on Tuesday, June 23, at 7:00 PM.

We hope to close on the Wheatfield property within the next 10 days. Our cost will be $68,500 plus or minus a few dollars. We are waiting for the signed documents to be returned by the three property owners.

I have not numbered or punched the pages in these legal documents, on the assumption that you will not need them as a permanent record in your board notebooks. I will probably be sorry.

Library Programming: All 3 youth services departments have spent many hours talking to school children about the summer reading club and young adult summer programs.

Rensselaer offered a very well attended program on UFOs in May. The speaker told of the history of UFO sightings and hoaxes associated with the sightings. 28 attended.

We are looking forward to two good musical programs this month. Rensselaer will have a bluegrass band performing on their lawn on Friday night, June 13. DeMotte (and the Prairie Arts Council) will have a Celtic couple sharing their music and stories on the elementary school grounds on Saturday night, June 14.

We have applied for a Jasper Foundation Grant for 2004. We would like the Foundation to fund a visit from Philip Gulley, popular Indiana author. His program would be tied in to a 'Once County Reads One Book' initiative that we hope to offer next year. Mr. Gulley is very popular with both staff and patrons. To be able to host him as a presenter would be very exciting for us.

Long Range Planning Progress Reports: Last month I gave you a copy of the Information Technology Plan Progress Report. In your packet today is the Long Range Plan Progress Report. I have put my report of our progress on each action item in shaded print. We don't have to go over these reports unless you have questions.

You will notice that we have made a conscious decision NOT to implement two areas in the plan. We decided, with board input, not to pursue folding the Remington Library into our Jasper County Library. We decided, without board input, not to continue with patron surveys to determine if patrons are satisfied with our computers, our hours and our services and collections. Staff feel they get more specific and reliable input from direct patron comments and complaints and from comments left in the Suggestion Boxes.

One other activity is on hold because the software we need to purchase in order to duplicate software at KV High School needs computers with more power than our present public ones. Those computers will be replaced either this year or next year.

Much of the work done to further the goals of the Long Range Plan is done by committees. The Basic Literacy Committee is one of these. I am very impressed with the Spanish collections they have created at each library and the book lists they have put together to advertise these. I am impressed with the number of up-to-date Examination & Study guides and other literacy materials we have in our libraries as a result of their contacts with community groups and subsequent recommendations for additions to our collections.

Included in the Red Folder I will pass around at the board meeting is a summary of the results of their efforts. I thought you might be interested in looking at it.

Wheatfield Library: A 'volunteer' weeded, trimmed shrubs and washed meeting room furniture for 2 ¼ hours' community service credit.

Rensselaer: A number of the staff spent several hours over the course of a week weeding flower beds, planting donated hosta and pachysandra and separating daylilies. Once this work was done, we purchased mulch which was spread by volunteers.

To promote the Memorial Tree Park, Glenda Brown revised and updated the Tree Park brochure which is now available for patrons. A copy is in the Red Folder I will pass around.

Also in the Red Folder, you will find a picture of a lovely Lillian Fendig painting which was donated to the library by former Rensselaer resident Susie Rowland. A letter explaining the circumstances is in the folder. We are delighted!

Sharon Schulenberg and staff hosted a surprise birthday party for janitor Jack Standish to thank him for all the extra projects he has completed for the Library.

Patty attended a Jasper Foundation Annual Dinner to talk about the generous gifts we have received from the Foundation and thank the Foundation publicly for their generosity.

DeMotte: DeMotte is very happy to report that the Boiler Inspector passed our boiler installation this time.

Please contact me if you are unable to attend this very important board meeting or if you have any questions about material in your packet.

Director's Report
June 2003

Library Finances: Our financial situation improved this month when we received $101,000 in property taxes as a result of NIPSCO's prepayment of their taxes. On the basis of their last year's property tax bills, they paid a portion of what they believe they will owe for 2003. Thus far, we have received 15% of the property taxes we estimate we are owed this year, and 32% of the CAGIT (County Adjusted Gross Income Tax) funds we are owed. We will now be able to operate the library longer without having to borrow funds from our other accounts.

Budget 2004: The Budget Committee will present the proposed budget to the board at the August board meeting. Because we have no figures at this time—(assessment figures, CAGIT figures, etc.), on which to base the budget, it seemed best to wait as long as we can before constructing a budget. This means the board needs to vote to advertise the budget at the August 11 meeting, then hold a hearing on it at a *special Monday, August 25 meeting*, and vote to adopt it at the regular September 8 meeting.

Jasper Foundation Grant: The Jasper Foundation has given us a $1000 grant to help fund a visit from author Philip Gulley, an Indiana Quaker minister who has written a number of very popular books, some fiction and some nonfiction, about small town Indiana life. Our plan is to use one of his books for a kind of One Book—One County effort, with book discussions of his books taking place before his visit. I will fill you in on more background—which is an interesting story-- at the board meeting.

Internet Filtering: At the Special Board Meeting, I gave you the news that the U.S. Supreme Court has upheld the legality of requiring libraries and schools to filter ALL workstations if they want federal dollars. If we decide *not* to filter, we will lose our Universal Service Fund discount for Internet access. Internet access will cost us a minimum of $9450 per year. In addition, we will not be eligible for any LSTA grants for Internet hardware/software upgrades. If the state of Indiana passes a law next year to correspond to the federal law, we will pay $15,000 per year more than now, just to have our T-1 line, which we cannot function without.

It is the board's decision whether we stand our ground and say that filtering is wrong and we will not do it. It would create a serious budget problem. You will need to vote to filter the computers or to leave them unfiltered and take the financial consequences.

We have found a filter that works (WebBalanced). It will cost us $1215 per year. We can disable the filter on a specific computer fairly easily if a patron asks (and we would do this for any adult patron request). We can also disable it on staff machines. We will still not advertise that our computers are filtered. We would not want to remove the requirement that children have parental permission to use the computers. To do these things could be construed as saying our computers are "safe" for children and filters do not make them safe.

Wide Area Network: The Wheatfield network connection to Rensselaer went down once this month because of a Sprint problem which was remedied in a few hours. DeMotte lost their wireless network connection last Saturday and is still down today because lightning struck the Rensselaer tower several times during the storms. Their lightning protection could not protect during multiple hits. They plan to get the connection back up today.

In addition, DeMotte is losing connectivity to terminal services often, requiring staff to restart it each time (a minute or two). "Terminal services" is the new software which TLC sent us recently to speed up the service between DeMotte and Rensselaer. It works beautifully in most cases. However, Terminal Services clients must have a *constant* connection to the server or they lose connection. Since wireless, by design, does not have a constant connection, terminal services over wireless *will* be problematic, we are told. The solutions available at present are very expensive. DeMotte staff have decided that they can suffer the annoying problem until we can find a way to get a dedicated connection such as Wheatfield has, instead of spending money on present, expensive solutions which involve cable Internet access charges, a DeMotte firewall, and consulting costs to set it up.

Wheatfield Building Project:

Building Program: You agreed, by phone, that we should plan for a book collection larger than that in the original building program, as long as we can do that within the maximum dollars advertised in our preliminary determination. Extra space may or may not be needed to accomplish this.

We have done some work on the previously approved Building Program, adding a beginning statement of the purpose of the project, clarifying some details, etc. In a very few instances, we added something which I think needs your approval. I am sending a copy of the revised Building Program. Shaded areas (other than the section titles) indicate areas needing your approval. You will need to vote on whether to approve the Building Program as revised.

Mowing of new property: The farmer who cash rents the surrounding property has plowed under our 4 acres and leveled the ground. He will mow two or three times over the growing season. He will do this for $100 each time. We accepted his offer.

Charette: On July 23, 9 AM-5 PM, we will participate in a charette. On R 15, I have given you a description of a charette. As I explained, 5 Troyer representatives will sit down in 5 groups with building committee members and any other board or staff who wish to be involved and come up with 5 different building designs. At noon (we will order-in lunch), the entire group will look at the different designs, critique them, then, in the afternoon, refine them. By 5 PM, we should have several good options to look at. At this point we will decide what we want to recommend to the board. At the August board meeting, the board will see the options which were developed and give the go-ahead to continue design work on one of the options.

System Administration: After a great deal of research and testing, Sheila is now able to delete temporary files and history files on PCs, to help protect user privacy. She also deletes server logs which keep track of employee activity on the Internet. We cannot totally delete TLC borrower records on our back-up tapes. TLC does not know how to do it. We would have to pay big bucks to get Microsoft Support's help on doing this.

Book Fairs: Both DeMotte and Rensselaer Friends of the Library sponsored Scholastic Book Fairs. They offered a buy one-get one free program. Each library received $250 in free books for their efforts. The books will be used as summer reading prizes next summer.

DeMotte: Three programs—the Dairy Farm presentation, the Celtic Concert on the Lawn, and Andy Odle's "Fishing Techniques" programs drew attendees of all ages, although two of them were Summer Reading Club programs. The concert was, indeed, held on the lawn of the elementary school, with an attendance of near 40.

DeMotte is experiencing major staff changes. Vickie Stubblefield and Renee Carr are leaving. Renee will handle the library's newsletter and newspaper releases from her home, working 10 hours per week. Kim Delger and Sandy Lagestee, DeMotte Clerks, will fill Vickie's and Renee's positions. We will be hiring 2 new clerks for the library. In addition, John Maczak has been hired for a janitor/maintenance position. He comes highly recommended, both as an excellent employee and for his "handyman" abilities. He will work on an as-needed basis.

Rensselaer: Approximately 100 persons attended the Concert on the Lawn, held indoors due to inclement weather. We received many compliments on the program. Several expressed to me, *before* the DeMotte and Rensselaer concerts, their surprise and pleasure that the library was sponsoring such events.

The Rensselaer Library became home to Dobby the House Elf from the Harry Potter books. This poly-resin statue stands about 2' tall, on a platform about 2' tall. Warner Brothers donated him to Wal-Mart. Wal-Mart donated him to the library. He will be a very popular and adorable addition to the children's area of the library.

Patty reports that Rensselaer has been blessed with many new volunteers this summer. Kathryn has been challenged to keep a large corps of YA volunteers busy. They decorate bulletin boards, index yearbook pictures, request college catalogs, clean books. New adult volunteers are helping with our obituary database, digitization project and ongoing weeding.

Twenty people showed up to make homemade ice cream on the lawn during another popular library program.

Glenda and Patty made a second trip to Delphi, IN to take more pictures of Milroy family headstones and to obtain copies of some legal documents related to Milroy to provide researchers with a more complete history of the general.

Preschool Storytime attendance was up this year. The summer reading program had 158 participants. Young Adult Summer reading has 29 registered participants, with 17 actively attending programs. 16 young adults attended a Murder in the Library program.

Wheatfield Library: Wheatfield's summer reading program is breaking records. Weekly attendance at programs has been between 75 and 95 children.

Diana filled in at DeMotte while DeMotte staff attended a luncheon in honor of an employee who resigned. Diana was struck by the number of "Wheatfield patrons" she observed checking materials out from the DeMotte Library. She believes there is more sharing of patrons than we would guess. There will certainly be some shifting, perhaps temporary, perhaps permanent, when the new Wheatfield Library is built.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
July 2003

Budget 2004: On R 11-18, you have the budget proposed by the Budget Committee. You must vote to advertise the budgets at the August 11 meeting, then hold a hearing on them at a *special Monday, August 25 board meeting(7 PM)*, and vote to adopt the budgets at the regular September 8 meeting.

Internet Filtering: You voted at the July board meeting to install filtering software just before the deadline at which it is required. The FCC has given libraries until July 1, 2004 to get filtering software in place. I am assuming you will want us to wait until June 2004 to begin filtering. Am I correct or do you want us to begin sooner?

Wheatfield Building Project: The charette experience was intensive, exciting, mentally exhausting and very productive. The entire Wheatfield staff was able to participate and offered their thoughtful input into the designs. I am sorry more board members were not able to participate. Anne-Marie attended the morning session and will give you her impressions at the board meeting.

We have a Building Committee meeting with our architect scheduled for August 13 to review results of the charette. By September, our architect hopes to be able to bring a basic design to the board for your approval. Once you have given your approval, the Building Committee will proceed to work with the architect on the detailed design work.

Summer Reading Activities: At DeMotte, 147 children completed the summer reading program. At Rensselaer 162 registered and 90 completed their required reading activities, with about 125 children attending each program. At Wheatfield 108 children registered and 76 completed the program. Wheatfield had record attendance this year.

At Rensselaer, 19 young adults were active participants in the Books for Bucks Summer Reading Program. At DeMotte, 59 young adults participated by reading at least 1 book. 767 books were read by those young adults at DeMotte!

Literacy: The Literacy Committee provided a very nice packet this month detailing various resources that local agencies suggested we obtain for our patrons. We have ordered some of these resources for our collection and will consider purchasing others at a later time. It is very helpful to have a committee do the legwork to find out what their clients, our patrons, might need.

Technology: With all the thunderstorms we have had since July 4, Midway wireless equipment was hit by lightning 4 times. Each time, DeMotte loses service for a few hours or a day. Wireless is definitely a second-best solution to our connection problems, but it is the only solution available to us at this time.

Continuing Education: Four staff members who specialize in Readers' Advisory Service at our library attended a Readers' Advisory Conference in Columbus, Ohio. They returned with rave reviews, unanimously stating that sessions were "spectacular". They felt challenged, energized and thankful that they were allowed to attend this event. Each attended different breakout sessions. The four reported they couldn't wait to share what they learned with each other!

Six Rensselaer staff took a tour of the Indiana State Library. They were amazed at the resources available there and felt they received a valuable picture of what the State Library can do for our patrons.

Patty noted that she really enjoyed the budget training she has received in recent weeks. We worked together throughout the various stages of budget creation to give her a better grasp of the process. She attended both the budget workshop and the meeting with the auditor from the Department of Local Government Finance. The DLGF auditor pronounced our proposed budgets well done and fiscally conservative (which is what they must be this year).

Rensselaer: The Donaldson Company is apparently donating $1000 to the library (they called to request that we submit a grant application). When we get the official word, Patty is planning to use the money to fund a new multi-function computer for the Young Adult room.

Rensselaer was very hard hit with rain in July. Many staff and patrons dealt with wet basements, flooded roads, soggy possessions. We have waived some fines and extended some loan periods for patrons who have been impacted by the flooding. We also created a picture file for our local history department, documenting the record-breaking rainfall. The Red Cross used our meeting room for 5 days, helping flood victims learn about their resources for aid during this difficult time.

Patty created her annual letter for incoming St. Joseph's College students. We use the letter as a marketing tool, designed to remind St. Joe students that they are eligible for a card and to inform them of the types of services we offer.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
August 2003

Policies for Review: The Policy Committee did not feel it necessary to recommend any changes in the Board Privilege Policy, Staff Privilege Policy or Group Visit Policy.

Budget 2004: Pursuant to advertising the budgets and holding the public hearing, the board must vote at the September board meeting to adopt the 2004 Budgets. There will be many forms to sign!

Additional Appropriation Hearing and Resolution: The board must hold a hearing concerning whether to request an additional appropriation of the bonds which we determined to issue for the Wheatfield Building Project. This is a formality. We must *appropriate* the bond money in order to be able to obtain the bonds and spend the money. Following the hearing, the board will need to pass the resolution to appropriate $3,200,000 , obtained by the issuance and sale of bonds for construction of the Wheatfield Library.

Wheatfield Building Project: The next meeting with the architect is Wednesday (September 10), 1:30 PM. As always, all board members are welcome. The architect will bring schematic drawings that more nearly meet our requirements, with the intention of getting final approval of the building committee so that schematic drawings can be presented to the board at the October board meeting.

Common Construction Wage Agreement: Before doing a Public Works project (The Wheatfield Library is such a project), we must meet with union personnel and agree on the wages that will be paid for this project. They *will* be union wages. ("A contract by the board for a public work project must conform to the wage scale provisions of IC 5-16-7.") There is a committee that "decides" what the wages will be. We appoint 2 people to the committee. Ed suggests that we appoint a couple of people "in the trades" living in the Wheatfield area. They must be people not related to board members. If you come up with names at the September meeting, I can ask those people if they would serve on this committee. Serving on the committee involves attending one meeting of about 1 hour duration.

DeMotte and Rensselaer carpeting projects: You agreed, at the August meeting, that we need help from an interior designer in preparing for our carpeting projects. The board needs to sign a Letter of Agreement with The Troyer Group to develop specifications and help us analyze quotes from vendors. I am presently having Kent Mahnesmith look over the proposed Letter from Troyer. I will bring the final Letter of Agreement for your signature at the September meeting. Troyer will charge us time and expenses not to exceed $10,950 plus reimbursable expenses.

We can do the carpeting at both libraries at once, in which case the project will be over $75,000 and we will have to bid out the project. In that case, Troyer's fee would not exceed $14,000 plus reimbursable expenses. The bid process is complicated and they would work through it with us.

We must decide whether to carpet both libraries at one time, as one project. A better solution may be to do it as two projects but with one contract with Troyer to develop all specs at the same time and analyze bids at two separate times. I am concerned about a property tax shortfall. Since taxpayers must pay their entire year's taxes in one payment this fall, there may be many who can't pay their taxes in full. If this happens we may not get enough money this year to fully fund our budget and do the entire project.

I recommend that we get quotes for one library this year, then do the carpeting in early 2004, after the December tax draw comes in. We would get quotes for the other library in early 2004, doing the project when we know we have funds. I would like your guidance on which way you want to go—one project or two.

PERF: Last month you passed a resolution to adopt a voluntary pre-tax option for employees effective 1/1/04. I would like you to rescind that resolution and pass a new one making the effective date 12/31/03. This technicality will allow employees to make pre-tax contributions as soon as 1/1/04 instead of waiting until 9/1/04. We didn't realize until after the meeting that we were delaying the implementation of this option by making the start date January 1.

Technology: We will be selling 9 old PCs and monitors, all in working condition, but not equipped to handle the updated software we presently use. We will decide on the best way to sell the equipment at our Management meeting next Tuesday.

Technical Services: Our homepage has a new look. The picture of the library rotates between the 3 libraries. Pop-up menus make it quicker to get to the page you want. A few pages are now also available in Spanish language. We may add more as needed.

Continuing Education: DeMotte staff attended an Internet Basics for Trainers workshop and one on the Gates computer software. Those who attended are sharing their new knowledge with the rest of the DeMotte staff.

District meeting is coming up soon. Attached are programs for the two which are close by. If you are interested in attending either, I must know by the night of board meeting. I would also like to know by board meeting night whether you are interested in attending PLA in Seattle, February 24-28. If you decide to go and decide before January that you cannot attend after all, that will be fine. I need to make room reservations while they are still available.

Library Collection Agency: We have worked with Unique Management since 1999. We have had complaints about the fact that we send people to a collection agency, but we have never had a complaint about Unique's employees being rude or aggressive. They are a good company. I thought you might like to know the cost of this service. I calculated our use of the service from November 1, 2002 to June 30, 2003.

We collected $1722 in fines and fees from our patrons who were sent to collections. We paid Unique $1349 for their services for those months. As a result of their efforts, we had long overdue books valued at $2,149 returned during those months. So we really do come out ahead.

Furthermore, when we first started publicizing our use of a collection agency, our revenue from fines shot up immediately. We assume that more of our patrons are taking seriously our loan periods and returning books more promptly so they will not be sent to collections. (In case you have forgotten, we send accounts to collections about 55 days after the items become overdue. By then, they have received 2 overdue notices and then one overdue letter indicating we will send them to collections if they do not return their materials within 7 days. Even then, we do not send persons to collections unless the cost of the overdue items plus the processing fee if we have to replace the items is at least $25.00.)

Rensselaer: Fall Festival plans are well under way. Since we lost our pumpkin crop, children will make soap instead of decorating pumpkins. Other activities include carnival games, face painting, free balloons, bingo, decorating paper pumpkins, a raffle, entertainment, food and the cake walk.

Because of staffing problems, CDC classes no longer make weekly visits to our library as a group. Some CDC clients visit the library on an individual basis with a staff person. Lisa Davis takes story hours to the CDC building now twice each month.

In September, Rensselaer will begin checking out games for in-library use. We want to encourage young and old to hang out with us and have some good old-fashioned fun. In August Jackie held a very successful Back-to-School Bingo which was attended by 18 grandparents and 25 children. Prizes were back-to-school supplies.

First graders from Monnett Elementary will again visit the library in September. They will hear a story, get a tour of the library and, if they don't already have one, get a new library card.

Wheatfield: An air conditioning compressor has gone out. The unit was purchased in June 2000, so it is still under warranty. We will pay labor but not equipment costs.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
September 2003

Good News: INSPIRE databases and Internet connections have been fully funded for 2004. We will not have to use any of our own library funds to support these services, as we had feared we would.

2003 Budget: We received our Final Budget Orders for the 2003 budget. Normally we would have received this by February 1, 2003. The reassessment delayed it. Basically, we are getting what we need to fund each of our budgets. We will get $42,000 less in our operating balance for our Operating Fund.

Our budgets were figured on an estimated (low) assessed valuation of about $1,028,000,000. Our actual assessed valuation for 2003 is $1,621,330,368, a hefty increase. The only place where we did not get as much as we could have is in the Capital Projects Fund, where we are allowed up to $.0133 per $100 assessed valuation. We received $14,000 less than we could have ($.0124) because when we advertised the Capital Projects Plan, I did not ask for enough money for "future allocations" (operating balance). I did not dream that the assessed valuation would climb as steeply as it did. My mistake.

In case you are interested, our total tax rate is $.0854 per $100 assessed valuation.

Hispanic Grant Proposal: The State Library is offering grants for projects to aid the library in serving the need of Hispanics. The state suggests libraries might consider the following:

- Spanish language materials (books, videos, CDs)
- Cataloging of Spanish-language & bilingual resources
- Services to create a Spanish-language Web site or an online catalog site in Spanish
- Provision of bibliographic and Internet instruction in Spanish
- ESL or other literacy programs for Spanish-speakers
- Programming geared toward Spanish-speaking families or individuals (book discussion, storytime, bilingual Spanish & English toddler times)
- Library signage
- Basic library forms and/or PR materials written in Spanish
- Spanish language instruction for library staff
- Staff training in cultural awareness for Spanish-speaking patrons

Our Literacy Committee is determining what direction we might take with a grant. I am assuming they will decide to apply for a grant of some sort. Then the Grant Committee must

write the grant. The grant deadline is November 1, which is before the next Library Board meeting.

I would like the Board to approve JCPL's application for a grant to aid our Hispanic population, without knowing the exact nature of the grant. I would like you to authorize the Board President and I to sign the grant application when completed.

Continuing Education: I would like permission to attend a ½ day seminar on Labor and Employment Law in a Nutshell. It is offered by Wessels & Pautsch, Attorneys at Law, for $135 and will be held at the Radisson in Merrillville.

Staff Development Day went well, with everyone feeling the choices of subjects was appropriate and the information useful. We covered proper fire extinguisher use, serving persons with disabilities, and the USA PATRIOT act and how we will deal with it.

This month, Jen attended a very useful INCOLSA workshop on FrontPage software and has made some changes to our website as a result. Sheila, Jill and Diane attended an INCOLSA workshop on what's new in technology and decided that none of the new technology discussed appears to meet JCPL needs at this time. DeMotte staffers, Mary and Rachael attended a Story Time Year workshop, while Charlotte attended the annual Children's and Young People's Conference where, as usual, she obtained many good ideas, and enjoyed good networking and excellent speakers. Diana and I attended a Building Construction Workshop offered by the Indiana State Library.

As a brush-up on reference skills, the DeMotte staff completed reference quizzes this month, then met to discuss where they found the answers to questions.
Wal-Mart Grant: The Literacy Committee used a portion of our Wal-Mart Literacy Grant to purchase copies of Rosemary Wells' Read to Your Bunny. These books will be presented to new babies born in Jasper County whose parents are Healthy Family clients. The purpose of this initiative is to remind new parents that reading together is the most important gift you can give a child.

Dress-Down for Charity: During the last quarter, money donated by staff for the privilege of dressing down one extra day each month went to the Indiana Library Federation Scholarship Fund. This quarter, money is going to the KV Ministerial Association.

Policies for Review: The Policy Committee did not feel it necessary to recommend any changes in the Harassment, Public Forum, or Library Credit Card policies.

Wheatfield Building Project: Jeff Anglemyer will present schematic drawings of the proposed library for your approval at this board meeting. If you approve, the Building Committee will work with the architects on the details of the design.

Common Construction Wage Agreement: Rich Tillema and Darwin Whited have agreed to be our industry representative and taxpayer representative, respectively, on the Common Construction Wage Agreement Committee (as long as the committee does not meet the first week in January). You will vote to appoint them to the Committee at the October board meeting.

Meeting Room Use: Diana has been asked if the Wheatfield meeting room could be used on Monday mornings *every other week* for a Bible Study group that has grown too large for participants' living rooms. She indicates that the meeting room is not requested that often on Monday mornings and that the library could bump the group if they wanted to have a program at that time. I would like to know how you feel about this frequent use.

This month a church asked to use a DeMotte meeting room for *weekly* Wednesday morning Bible study classes. Although Rebecca was willing to allow this, saying that Wednesday mornings were not in great demand for meetings, I denied their request. I felt we had an unwritten policy to discourage weekly meetings by one group so that the room was available for many groups. If you would like me to revisit that decision, please let me know.

Monthly Report: The Monthly Report, always R 5 and R 6 in your board packet, tallies the other kinds of services the library offers to patrons (besides the circulation of materials) and the amount of staff time spent on these services. To do this, we determined the average amount of time spent at each activity, then put that formula into the report.

This month two other types of activities were identified as ones on which we spend a growing amount of time. One is proctoring exams. We think this service will become highly utilized as students take more college courses online. Such courses often require proctored exams. Considering the time spent making arrangements with student and school, filling out the proper forms and submitting them after the exam, it takes an average of 30 minutes per exam to offer this very important service. You will note that we have added "Proctoring" to the Monthly Report this month.

Next month we will also add "Pull Requests". We have always been willing to pull books on a certain subject or from a teacher's list on the request of a teacher (if given an acceptable amount of time in which to do it). We are getting a number of requests right now, which would seem to indicate that teachers see the importance of the public library in helping them teach. Once staff determines an "average" amount of time spent on tasks of this sort, we will add this to the Monthly Report.

NILBA Dinner: You have received invitations to the NILBA dinner in LaPorte on Wednesday, October 22. We need to know by the board meeting who is going. I can tell you that the restaurant is excellent. The program should be very interesting too, since the two speakers will be speaking on opposite sides of the Patriot Act controversy. Main courses are: Prime Rib, Chicken Chablis (sauteed chicken breasts served with a tomato, green onion & white wine cream sauce) and Stuffed Sole (stuffed with crab meat and finished with a lobster cream sauce.)

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
October 2003

Hispanic Grant Proposal: The Hispanic Grant Proposal has been submitted. A copy can be found on R 17-22.

Continuing Education: October is traditionally a month when many of our workshops are offered.

- Patty, Gail and I attended a superb Leadership Conference on employment law issues last week. We have much to digest and share with other supervisory staff.
- Kathryn and Jill attended the ILF Fall Reference Workshop which was a useful program.
- A number of us attended ILF District meetings. Some sessions were more useful than others. Jen Evers attended a workshop detailing the changes that have been made in the new version of the Dewey Decimal System.
- Jen, Gail and I spent a day at INCOLSA learning the finer points of using Microsoft Access.
- Jen and her staff were trained on our new TLC Acquisitions system this month. Jen and other staff also received training on the Serials module of TLC. These are TLC modules which were included in our original contract with TLC but were delayed for 2 years until we were ready to take on new projects.

Outreach: Wheatfield staff created a Treasure Hunt designed to help Christian Haven youth learn library skills. Diana also helped a patron learn basic word processing and basic Internet searching with a series of three work sessions.

Rensselaer participated in the Cooperative Schools Transition Day again. They took many handouts-- library pamphlets, users guides, JCPL paper pads and pencils, bookmarks and a letter inviting students to check the library out.

The principal of Rensselaer High School approached Patty about ways to get a library card into the hands of every high school student in his school. He took application forms, with plans to return the completed applications for processing, so that new cards could be created and delivered to the high school. Thus far we have not seen results from this endeavor.

Patty also reported that Kris Mays made a record number of Walking Book visits this month: 25. Some of these visits are to individuals who are unable to get to the library for health reasons. Others are to the Care Center where Kris conducts "storyhours" for the residents. Sandi Lagestee makes similar visits to the Oak Grove Retirement Center in DeMotte.

The libraries attempted to attract more teens to the library for Teen Read Week, with varying degrees of success. They gave away gift certificates to those lucky enough to have their names drawn.

Wheatfield Building Project: Diana reports that staff have received some favorable and encouraging comments about the new library, following the appearance of the article and picture in the newspaper. This week we will have an all day meeting with our architects. Next week we will meet ½ day with architects and engineers. We also hope to meet with our technology consultant at Chester's to determine what our computer wiring (etc.) needs will be for the building.

Board Officers 2004: Mike will announce the slate of officers, which you will vote on next month.

People Count Week: Each year we are required by the state to select one week in October to count in-house use of the library. The figures are submitted to the state. The state then submits them to federal agencies for various national reports which are generated. This year, Wheatfield staff did a bang-up business! The shaded areas on the People Count Statistics sheet (R 9) indicate places where we did more business this year than last year. You can see that they showed an increase over last year in almost every category. Each of the other two libraries shows a substantial decrease. Whether this is because statistics were not as diligently kept or because they actually had less business we cannot tell.

DeMotte: We always rejoice when programs are well-attended. DeMotte had three cases for rejoicing. Twenty-five attended a program on menopause, 28 came to hear a professional storyteller, while 36 listened to Haunted Indiana author Mark Marimen.

NILBA Dinner: The discussion of the USA Patriot Act at the dinner in LaPorte was very interesting. Sue will probably be willing to give you her impressions of that meeting.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet.

Director's Report
November 2003

December 29 meeting: Do you want to hold this meeting at 7 PM that evening, or would you rather 9 AM in the morning? We need at least 4 board members in attendance. Approval of year end bills, transfers and encumbrances will be the only business conducted. The meeting should be about 15 minutes in length.

Library Finances: We need to decide how much of the $111,000 that is still in line 3.94 of our Operating Budget, "Transfer to LIRF", we wish to transfer into the Library Improvement Reserve Fund at the end of the year. If we transfer all of it into LIRF, we will spend close to 95% of our Operating Budget by the end of 2003. Usually we spend about 92% of our Operating Budget. This helps us increase the operating balance a little each year. You remember that the operating balance helps us operate until we receive our CAGIT money in May. This year, it has allowed us to make ends meet for almost the entire year without getting our full property tax money. If we want an operating balance of 8% of the budget (spending only 92% of our budget), we would transfer only $70,000 into LIRF from 3.94. ***We would be fiscally sound, whether we choose an operating balance of 5% or one of 8%.***

Currently, we have close to $94,000 in LIRF. We plan to spend about $90,000 to recarpet DeMotte and Rensselaer libraries. Do you want us to put the entire $111,000 from line 3.94 into LIRF or do you want us to put only $70,000 into it? It is up to you. I would recommend putting the entire amount into LIRF.

Disposal of library equipment: We have an extra microfilm cabinet at the DeMotte Library for which we have no need anywhere in our system. We paid $1031 for it when we purchased it 12 years ago. We would like to try to sell this cabinet on a best offer basis on the INCOLSA listserv which serves other Indiana libraries. Do you approve of disposing of the cabinet in this way? We also have a copier stand which we can no longer use. We would like to sell that in the same way. Its original value is $100 or less.

You have given me authority to dispose of unwanted or inoperable equipment with a value of $1000 or less. I am sure the value of the microfilm cabinet is below $1000, but I wanted to be sure you approved of this action, since we will get much less for it than it is really worth.

Continuing Education: Kathryn Weed attended two workshops on digitization, which is a project we are working on right now with our Milroy documents. Several staff attended a briefing on how our Interlibrary Loan Service works. Two staff attended a workshop on how PDAs might be used in a library.

Outreach: Jackie and Patty spoke at a Rotary lunch. Patty highlighted her top 10 library event successes of the year. Jackie spoke about good children's books. The talk was broadcast on WLQI and Patty has heard from people who heard the presentation.

It is now possible for an organization or business to become a member of Rotary. I am going to change my membership in Rotary to a library membership, with me as the primary member and Patty as a secondary member. This will allow her to attend Rotary meetings and participate in Rotary events, without the expense of a membership. It will also let the library be represented at meetings, even when I am out of town as has happened a number of times recently. As long as I am at the library, I will pay for the library's membership myself.

Wheatfield Building Project: At our November 12 meeting we made some decisions about the site plan. We decided where we want curbs on driveways. We asked that an irrigation system be included as an "alternate". This means that the basic bid on the building will not include irrigation, but bidders may bid on the cost of this and if there are sufficient funds, we may decide to add this. It would eliminate the problem of staff having to water new plantings---or the expense of hiring someone to water every few days.

We decided to use a French drain system instead of gutters, except over doorways. A French drain system is a 2' deep and 3' wide (at least) gravel bed, with a perforated pipe imbedded in it, wrapped in a fabric envelope (to keep out dirt and debris). This gravel/pipe bed encircles the building. Water drains off the roof into the bed, then is taken into the pipe and away from the building to retainage ponds.

We discussed lighting and stressed that economical operation is a very important concern.

For crosswalks and the main entrance walk, they will use stamped colored concrete pavers, stamped to resemble the stone on the building. This will be decorative and alert drivers to the fact that they are crossing a pedestrian walkway as well.

They will use plastic drainage pipes and copper supply piping. Wall hung toilets will be installed in all public restrooms, with floor mounted stools in staff restroom. We decided we did not want automatic faucets or flushes.

We discussed whether we need child-safe electric outlets in the children's area. We have never had a problem with this. Young children are accompanied by parents. We will not ask for child-safe outlets.

Besides the normal outside electric outlets, they will install one 220 outlet in the front of the building, close to the parking lot, for use in mobile programs presented from trailers, etc., such as the dairy farm program.

At the December 1 building committee meeting, we made changes to the floorplan. We are pleased with the results. The architects are planning to bring the plans to the board for your approval at the January meeting. If you approve of the basic plans, they will begin working on the actual specifications and the building committee will get down to the details of choosing lighting fixtures, door hardware, tile, etc.

Board Officers 2004: The board must vote to approve the 2004 slate of officers as announced last month: President-Susan Deardorff, Vice-President – Mark Heinig, Secretary – Joan Floyd, Treasurer – Anne-Marie Egan, Assistant Treasurer – Timothy Schultz, Jr.

Library Legislation: The status of public libraries is in danger because of the move in the Indiana legislature to pass property tax relief legislation quickly. There are a few legislators who have introduced legislation every session to:

1. Make library budgets subject to fiscal body review (in our case, the County Council would have to approve our annual budgets, bond issues, etc.), OR
2. Have elected library boards

These legislators are taking advantage of the call for quick action on property tax relief and slipping into that bill the wording about libraries, with the hope that it will slide through.

There is talk now also of requiring referendums before bond issues could be passed. There is also talk of limiting the TOTAL amount of increase in a governmental unit's budget to 5%. That would include, as I understand it, the operating budget plus any increase the Capital Projects budget and bond budget called for. That could possibly stall our building project, although a bond issue would not raise our taxes until 2005.

You are urged to contact your legislators and explain why this would be a bad thing for libraries. I emailed Brandt Hershman and Eric Gutwein. My message is attached. Of course, the most powerful comments are from constituents like you, who do not have vested interests in well-financed libraries. The other argument I have against fiscal body review is that it makes us more susceptible to punishment by the Council if they did not approve of an action we took or some materials in our library. Thus, the public library's role is endangered as a source of materials from diverse viewpoints and appealing to a diverse community. We

can also point out that elected officials appoint our board members (most of them). Therefore, our board members are responsible to those elected officials to do a good job.

If you wish to send your own comments, the addresses are as follows:
Eric Gutwein: [redacted]

Brandt Hershman: [redacted]

Actually we have 1 other senator and 2 other representatives who serve parts of our library district. If you are ambitious and want to email or write to all, here are the others:
Senator Nancy Dembowski: [redacted]
Representative Mary Budak: [redacted]
Representative Ralph Ayres: [redacted]

The last two should be emailed through the web form at
www.in.gov/legislative/homepages/R4

Library Website: Jen Evers and the others on the home page committee work continuously to improve our website and make it as user friendly and useful as possible. To this point we have not had a good way to determine if we are successful in our efforts. This month, Jen worked on a questionnaire to be used for testing the usability of our website. She plans to select 5 or 6 people with varying degrees of Internet experience, and ask them to go through the questions as staff observe and make notes. At the end, they will do a de-briefing with the patrons, asking why they did what they did, and what navigational tools or wording might have made searching easier for them. This will probably take place in January.

Computer purchases: Our technology plan notes that we will annually determine the brand of computer to purchase needed throughout the year. Sheila has reviewed PC brands for purchasing (IBM, Compaq, Gateway and Dell). She decided to again buy Dell Pcs in 2004. IBM and Compaq are difficult to purchase with Windows 2000 installed. With IBM, she could not do the detailed configuration of the PC to the extent she could with the other two brands. Compaqs, equipped as we need them, were more expensive. Gateway is ranked highly; however, Gateway is going into a new field with TVs. Sheila wants to wait until this is developed to determine whether they still give good support to their business PC products and clients.

Sheila said she chose Dell also because she likes their web site for support and sales, she has easy access inside the CPU and to each component inside the CPU. The warranty was 4 years, compared to 3 years for the other PCs. Operating system CDs come with the purchase, they have decent phone support and they are very willing to send replacement parts that Sheila can install herself. All this led her to select the Dell computer for 2004 purchases.

Universal Service Fund Discounts: It is time to file for USF grants for year 2004 (July 2004-June 2005). Sheila has applied for funding for

- our local and long distance phone service,
- wireless WAN,
- WAN frame relay
- cost of relocating frame relay when we move to the new Wheatfield building
- paging service
- a firewall
- network wiring at Rensselaer and DeMotte
- Wheatfield equipment racks for the new building
- installation and configuration services for the firewall and equipment racks.

These grants would give us about a 55% discount on the cost of the above. We will certainly receive the grants for phone service, wireless WAN and frame relay services. The other items will depend on how many other libraries apply who are eligible to receive higher discounts. The higher the discount, the higher the poverty level in the community. For equipment and internal connections, they award grants to those at the highest poverty levels first and work downward until the money runs out.

DeMotte: One of DeMotte's most popular annual semiannual events is the Make It-Take It programs offered to help parents out while they participate in parent-teacher conferences. During these programs, Charlotte and Rachael and a good group of volunteers help supervise craft tables where children have a choice of about 6 crafts to experiment with. This month almost 100 students participated in the Make It-Take It program. Parents appreciate the library's efforts too!

The DeMotte Library participated in the Chamber of Commerce "Passport" program. Charlotte selected donated books for the library's gift basket. The library gave out library coupons (for $1.00 off fines or for copies) to those coming in to have their booklets stamped. Rebecca felt this was a great program which drew a lot of people into the library.

Rensselaer: What would you think of the Rensselaer Library offering a wine-tasting program? Patty is considering offering an informational wine-tasting program. No wine would be sold. In fact, the speaker might be someone knowledgeable about different kinds of wine and what wines to serve with what foods, but not be in the sales business at all. What do you think?

An Evening Story Time this month was very successful. The parking lot and library were full the night Jackie offered this program. Staff enjoyed seeing young families in the library.

Wheatfield: A program on Starting a New Business, sponsored by IRS, attracted 14 people! This is a very good attendance for Wheatfield programs.

Please contact me if you are unable to attend this board meeting or if you have any questions about material in your packet. ***Please also bring your notebooks to this meeting and plan to leave them with me, so I can update them for the new year.***

Director's Report
January 2004

Wheatfield Building Project: At this January meeting, the Troyer Group will present the proposed design documents for the Wheatfield Library, asking for your approval, so that they may go ahead, in conjunction with our Planning Committee to prepare construction documents for bid.

The holidays have made it difficult for us to get in all our meetings, so the last meeting will be this Wednesday (8:30 AM- 4PM?), Wheatfield Library). Therefore, we won't have time to get drawings to you before the Monday night meeting. For those of you who have attended any of the planning meetings or the end of the year board meeting, you have basically seen the plans. Wednesday will mainly be refining them.

I have asked Ed Dumas, our attorney, to be present at this meeting in case you have any legal questions about what you are being asked to approve.

Because of this important issue before the board, I have rescheduled the annual reports of the Technical Services Librarian and Systems Administrator. They will make their report at the March board meeting.

2004 Salary Ordinance: When you approve the Consent Agenda you will approve the new salary schedule for 2004. All salaries are in accordance with our current Personnel Policy. The basic raise amount is 4% although some receive less, based on the Policy.

Board of Finance Meeting: The annual meeting of the board of finance will be held at the January board meeting as prescribed by law. You are required to "organize" as a Board of Finance, **elect officers** and make certain decisions. Usually, a motion is made to elect the officers of the library board as the officers of the Board of Finance.

You then are asked to decide into which **newspapers to place our legal advertisements** during the year, the **banks in which we will deposit our funds**, and the accounting practices we will follow. You will also get an annual financial report from us at that time.

The Rensselaer Republican and Kankakee Valley Post-News are the only two papers in which we can publish legal notices. We must publish in two papers in our county.

We have our **checking account (and sweep account) in Peoples State Bank** in Rensselaer. At this particular time, no bank is paying much interest, but our sweep account at PSB earned us more money than we could have earned elsewhere in the past. Because there is no Peoples State Bank at the north end of the county, and because the DeMotte and Wheatfield libraries must make daily bank deposits, we also have an account at the **DeMotte State**

Bank. Our staff deposits money there, then, when needed, we transfer it to Peoples State Bank. We do not change banks frequently because our checks are expensive and we would have to change checks if we changed banks.

We keep our **LIRF Account in Lafayette Bank and Trust**. We just never moved it when we moved our Checking Account. You could choose to keep it where it is, or move it to People's State Bank. For that, there would be little cost involved.

Pages R 9 and R 10 list the **accounting practices** we recommend for your approval.

This year we will ask you to add one item to the list of bills which can be paid between board meetings (R 9): Credit card and Store Charge Account payments. Several of these accounts give us only 30 days from the receipt of the bill. That is sometimes not enough time to allow payments to be approved at a board meeting. We do not want to make late payments. Adding this to the bills to be paid between board meetings will eliminate this problem.

Transfer to LIRF: At the December meeting the board approved the transfer of the entire amount remaining in the Operating Fund 3.94 (Transfer to LIRF) to the LIRF, if the library received at least 85% of its expected tax revenues. Since we received more than 85% of our revenues, the full $111,000 was transferred to LIRF in December 2003. When you approve the Consent Agenda, you will be giving final approval to the transfer of $111,000 to LIRF.

Hispanic Grant: Good news! Our project will receive $4,750 of the $6,750 we requested. The Indiana Library and Historical Board cut the money that would have been used for shelving for the Hispanic materials in our libraries.

Library Circulation: Our circulation has changed considerably since 1994. A comparison shows that adult fiction statistics are down about 2% in 2003 compared to 1994. Adult nonfiction has decreased by about 16%. This may indicate that people are finding information on the Internet more, and in books less. Children's fiction has decreased 2.8% since 1994, and children's nonfiction has increased 5%.

Adult magazine circulation has decreased 24%. This is almost certainly because our online databases now provide full-text articles. Students previously checked out magazines to get the information from those articles. Children's magazine circulation has increased 18%.

The biggest increases have come in audiovisual materials. Adult sound recordings (cds, books on tape and books on cd) have increased 45%, children's 34%. In 1994, that circulation was in phonograph records. Video and DVD circulation has increased 175% over 1994.

The biggest decrease is in vertical file circulation (pamphlets), where an 82% decrease has been experienced. The Internet has replaced the need for most of the materials previously collected in pamphlet files. We have scaled back enormously the time we spend collecting pamphlets. It was a very time-intensive task.

Systems Administrator: In December, we received a subpoena for records of any correspondence or invoices we have received from our technology consultants, Think Tank and Chester Technologies. A number of Think Tank consultants, who had non-compete clauses in their contracts, left Think Tank and went to Chester's. There is a lawsuit. Sheila and Gail identified all applicable documents. An attorney came down and worked with Sheila to get all documents copied. We will send them a bill for the time spent and copies made.

We ordered and received 15 new Dell PCs—3 for staff, the rest to upgrade public computers. Sheila will be working for the next month to get these installed.

Rensselaer Library: We registered 40 high school students, as a result of the high school's drive to get library cards into the hands of all their students. Patty created a Welcome Flyer for the Chamber of Commerce Welcome Packets, distributed to new residents. Jackie and Lisa created a new 2004 Children's Services Guide which you will receive at the board meeting.

Evening story times have proved very popular, as have the two Movie and Munchies Programs offered this month. Santa Claus 2 and Pirates of the Caribbean were shown.

DeMotte Library: DeMotte's second Scholastic Book Fair was successful. Charlotte received $250 in books which she plans to use for summer reading prizes. In recognition for all they do for the library, staff planned a holiday luncheon for the Friends.

The Junior Women's Club stored gifts for the Miracle Tree in the library's storytime room for a week. Later they donated some new children's books and are purchasing a book display unit for the Children's room.

Wheatfield Library: Wheatfield's first Movies and Munchies program brought 17 patrons into the library. Very successful!

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Director's Report
February 2004

Well construction contract: It takes about 6 months to get the permits and construct the well on the new property at Wheatfield. The architect feels this work needs to begin now, so there will be water available when the contractors need it. You have a copy of the letter from the company whose bid came in lowest. The architect has given him the go-ahead to proceed. You need to approve the contract as noted in the letter.

LSTA Hispanic Grant Contract: Previously you approved our application for the Hispanic Grant. Now you are required to approve the grant contract itself (it is appended to your board packet without numbers).

Social use of meeting room: The staff would like board and staff to be able to use the meeting room for social events without paying the fee ($50) and the deposit ($100). They would stipulate, however, that the board or staff member him/herself would have to be a part of the group using the room. It could not be reserved for a family member's use.

I don't see a problem with this as long as both staff and board agree to pay the cost of any repairs if their group damages the room. The Policy Committee, however, recommends that staff and board still put down the $100 refundable deposit, to be returned if the room is left in good order. What are your thoughts?

The meeting room policy is not up for review, but social use of the meeting room is not in the policy anyway. It is an experiment the board agreed to let the staff conduct before deciding whether to make it a part of our meeting room policy.

Rainy Day Fund: The library has received a special CAGIT distribution of $30,640. According to a new state law, we must establish a Rainy Day fund and put special CAGIT distributions into it.

A Rainy Day fund is almost the same as the LIRF (Library Improvement Reserve Fund) except the LIRF can only be used for *capital* expenditures and *repairs for which taxes cannot reasonably be levied in any one year.*

A Rainy Day Fund can be used for any "lawful purpose as per board resolution." When you set up the fund you must say what you will use it for. You can amend what it can be used for at any time. In order to use Rainy Day funds, the board must state that the proposed use of the fund is consistent with the intent of the fund. Then you must appropriate the money by proper advertising. You might want to simply say that the Rainy Day fund can be used to pay for operating expenses of the library when the library's budget does not have all that is needed to operate effectively. Just as we can transfer a portion of the library's operating budget into LIRF each year, we could, if you desire, transfer a portion into the Rainy Day fund.

At this meeting, you will need to decide what to use Rainy Day funds for, then vote to establish a Rainy Day fund.

Technology: Sheila has applied for two USF grants for year 2004 (July 1 2004-June 30, 2005). One is for 60% discounts on our telecommunication costs (phone, data lines, wireless, etc.). The other is for 60% discounts on "internal connections": a new firewall and its installation, an equipment rack and installation for the new Wheatfield buildings and data connections at Rensselaer and DeMotte. We always receive the telecommunication discounts. This year we feel it is more likely that we will be awarded the internal connections grant also.

Programming: Programming staff feels money was well-spent in the purchase of licenses allowing us to show movies at public performances. Wheatfield's first try netted only 6 viewers, but the day turned out to be a snowy one during which students had been sent home from school early. Twenty-two persons had planned to attend. At Rensselaer, it appears that the biggest audiences come when children are out of school. Senior citizens do not appear to be interested in coming out in the afternoons to watch movies together.

The most successful adult program this month was the euchre program at the Rensselaer Library! Twenty-four enthusiastic card players attended, and requested that the event be held at least monthly. Patty has scheduled a second session for late in February and plans to hold monthly euchre "parties" until the weather warms up. Most of those attending are senior citizens.

We are working on plans for the Philip Gulley visit Saturday evening, April 17, at 7 PM. We are planning for about 100. The event will be held at First Christian Church, across the street from the Rensselaer Library, with book signing and refreshments afterwards at the library. We will do extensive publicity through newspapers, the

Ministerial Association, etc. In March we will have a trivia contest, book discussions revolving around Gulley's books and other events.

Staff are working hard to set up their 2004 programming schedules. Some interesting programs are in the works. On March 30, Wheatfield will offer a program called "Wheatfield Memories" with speakers who will talk of Wheatfield in times past. In June they will hear from a former local resident and author John H. Conley.

Rebecca is hosting another program on the Underground Railroad in Indiana. She has managed to find knowledgeable speakers on a very popular topic. She is planning two concerts on the lawn in the summer and a possible very early morning program on the Perseides Meteor Shower in August.

Patty will begin a Film to Books program in March. The first movie will be Under the Tuscan Sun. In March, we will show the movie. In April those attending will discuss both the book and the movie. We'll see how this goes.

Continuing Education: Kathryn Weed, Rensselaer librarian, presented a mini-workshop for DeMotte staff on becoming familiar with the databases we use to meet patron informational needs. DeMotte staff also received a refresher on handling library emergencies and following emergency procedures.

Jen Evers introduced staff to two new TLC modules this month. The Online Selection Assistant allows staff to select books and order them online. Once they are ordered, they immediately appear in the OPAC (automated library catalog) as "On Order". At that point patrons can begin putting holds on the books. At the same time, it allows Technical Services to track books on order and deduct purchases from the budgets of the individual libraries. This automates a procedure that once was more cumbersome and labor intensive.

The serials module will provide a better way to check in and track each issue of magazines and newspapers as they come in. Both modules require staff to learn new procedures and considerable training was required. In fact, setting the system up was (and still is) a very complicated learning experience for Jen herself.

Later this month, Anne Marie, Patty Stringfellow, Jen Evers, Jill Tachtiris and I will spend 4 days in Seattle at the Public Library Association conference.

Director's Annual Report: I am hoping to present you with an overview of the past year at the library, including a progress report on our Long Range Plan. If the meeting is too long or I don't find sufficient time to prepare this properly, I will report in March.

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Director's Report
March 2004

Policy Changes: Three policies were up for review this month: Walking Books Policy, Public Purchase Policy, and Board Code of Ethics. The only changes recommended are housekeeping changes in the Walking Books and Public Purchase Policies. Those recommended changes are highlighted on R 17 and R 19-20. ***If you approve the Consent Agenda items, you will approve the policy changes.***

Programming: At Rensselaer, Patty reports that the tax preparation assistance program has been wildly popular! Bill Bertram, volunteer tax preparer worked with 30 senior citizens and 40 adults on an individual basis this month, saving these folks hundreds of dollars. A bird feeder craft program had an attendance of 18, and the weekly chess program attendance keeps rising, with a number of homeschoolers participating.

At DeMotte, the Preschool Open House is an opportunity for preschools to inform parents about their services, schedules, costs, etc. This year 45 adults and 25 children came for information. Volunteer young adult tutors held 21 tutoring sessions this month. The Underground Railroad program drew a crowd of 34.

Wheatfield had 9 persons sign up for basic sign language classes, but had to cancel the class, since the instructor will not work with fewer than 10.

Continuing Education: Four of us were overwhelmed with information, new ideas and new products when we attended the Public Library Association Biennial Conference in Seattle last week.

I would like permission to send Rebecca Gibson and Rachael Cavinder to a CareerTrack workshop to learn "how to design eye-catching brochures, newsletters, ads, reports (and everything else you want people to read)". The workshop is in Merrillville in May and will cost $129 per person. ***If you approve the Consent Agenda as it stands, you will approve this workshop attendance.***

The Counterparts groups are proving very useful to northwest Indiana libraries. Before a book discussion group meets, our libraries often buy 10 copies or so of the title, so all can read it before the meeting date. The Programming Counterparts

decided to share multiple copies lists with one another. This month we sent multiple copies of one title to the Crown Point Library for a book discussion.

The Branch Managers Counterparts discussed job descriptions and shared staff training ideas. Reference Counterparts discussed weeding (discarding) policies and procedures. This is valuable continuing education for our staff.

Long Range Planning: Included in your packet is the report on progress toward achieving the goals of the 2000-2004 Long Range Plan (R 9-R 15).

This year we will be developing a new strategic plan to take us through the next few years. Between now and mid-May, we are gathering answers to one question from various library users: "**What can we do to improve your library**?" We will also ask nonusers: "**What could we do that would encourage you to use the library**?" Each library is responsible for getting a certain number of responses from preschool teachers, high school students, storytime mothers, homeschoolers, college students, middle/upper elementary students, general users, and nonusers.

We hope that we will then have a clear idea of the direction toward which the community would like to see the library move. At that point, we would propose that staff and board sit down together and review the library's stated mission, our vision and our values. Once we make any necessary changes in that, we hope to be able to develop a new plan or revise our present one. We will talk with you more later.

Capital Projects Fund Plan: It is time to approve the Capital Projects Fund Plan for 2005-2007 for advertising. We will then advertise it once, and, at the April board meeting hold a public hearing on it, then pass a resolution to adopt it. At that point we submit it to the County Council for review.

In my proposed plan, I included (for 2005) an appropriation of $45,000 for computer maintenance and upgrades. $20,000 is appropriated to replace the phone system in all the libraries. I appropriated $150,000 to help fund the construction and furnishing of the Wheatfield Library. (This year we will spend most of what we have in the capital projects fund–about $600,000, on the building project.) In 2005 we may still have about $156,000 to carry over for future projects in succeeding years. Of course, we do not know what we will receive in CPF funds this year, so we cannot say for sure what will be left over for 2005. We always estimate on the high side to be sure of getting the maximum allowable.

Wheatfield Building Project Update: We have had our Common Wage Determination hearing. We attend the March 25th meeting of the Local Government Property Tax Control Board in Indianapolis to get final approval on the project. I am checking with Ed to see if we should have a board member with us at this meeting. March 11 we meet with our architects in Mishawaka to further define the construction plans. Just one meeting after that is planned to finalize construction documents before bringing them to the board for approval in April. Our calendar calls for publishing the invitations to bid on April 15, publish notice of intent to sell bonds on April 29. We would sell the bonds on May 20, and the board would meet to award the bond and construction contract on May 24, with bond closing on June 3. It is all coming up very fast.

A County Commissioner suggested that we talk to the Wheatfield Town Board about the possibility of obtaining a Community Focus Grant to pay for purchase of the library for a town hall. Diana talked to Town Board member Don Gear about this. The Town Board is working on other projects right now. We hope this will nudge them in our direction.

Architect's Contract: This contract is not available to go out with the board packets. I will have copies for you at the board meeting. You have already contracted with the architect, but a contract provision requires that the % fee on which we originally agreed be changed to a flat fee, once the actual cost of the project is more apparent. The state does not allow us to sell bonds based on % fees. I will have Ed review the document before bringing it to you for your approval.

Hispanic Grant: The Basic Literacy Committee is working out details with Sister Rose Marie Hastings for management of a satellite collection of library materials to be housed at the Spanish Cultural Center at the dairies. They are searching for bilingual books to be given to patrons when they present a coupon and are checking out ICPAC, an organization which distributes free study skills booklets.

They have a source to provide free translation of library pamphlets, flyers, etc.

DeMotte Library: The Library held a silent auction on an out-of-date Stamp Catalog set of books (2002) and earned $50 for the Friends of the Library.

Rensselaer Library: Patty reports: "We were so busy this month it has been incredible! … One Monday night, every table in the library was occupied! We had small groups of adults working on projects, homeschooling families working on

genealogy lessons, students in the computer room and study room, a wheel chair bound kindergarten student whizzing around quickly in his wheel chair! Incredible and fun!"

Patty joined Rotary this month and has already made some new community connections for future programs. She is now treasurer of the Jasper/Newton Co. Learning Network. Recently they have mapped out some programs for upcoming months, using data collected from surveys. The surveys also help her as she plans programming for the library.

Patty has been out of the library for the past week and a half due to her husband's recent surgery. Jackie Saxon has assumed many of Patty responsibilities during this time (in addition to her own) and has done a great job with the extra work.

Wheatfield Library: After a recent Cub Scout meeting, staff found walls, bulletin board and doors marred severely with dry erase markers. The leader, when contacted, said she hadn't noticed anything. The scout troop can no longer meet at the library. Any expense we incur cleaning up the room will be billed to the troop leader, although it appears that clean up has been done by various people free of charge (except janitor salary).

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Director's Report
April 2004

Capital Projects Fund Plan Hearing: We advertised the Capital Projects Fund Plan. You will hold a public hearing on it at the April board meeting, then pass a resolution to adopt it. At that point we submit it to the County Council for review.

In the plan, we included (for 2005) an appropriation of $45,000 for computer maintenance and upgrades. $20,000 is appropriated to replace the phone system in all the libraries. $150,000 is appropriated to help fund the construction and furnishing of the Wheatfield Library. If we receive enough money, we may have some to carry over for future projects in succeeding years.

LSTA Technology Grant: Several months ago, with board approval, we applied for a Library Services and Technology Grant (federal grant) of $3,380 to purchase a wireless "access point", a carrying case, a laser printer and a switch to create a mobile wireless computer lab so that we can offer computer training at any branch. We will use CPF money to purchase 10 laptops needed for this mobile lab. We have been awarded a grant of $2,089. They decided to exclude funding for equipment such as laser printers. The Board now needs to approve the Grant Contract and authorize me to sign it. ***If you approve the Consent Agenda items, you will approve the grant contract and authorize me to sign it.***

Policy Changes: Recommended changes in the Personnel Policy are described on R9 – R 23. ***If you approve the Consent Agenda items, you will approve the changes to the Personnel Policy.*** If you wish to discuss the recommended changes, you can call me before the meeting or ask that the Policy Review be moved from the Consent Agenda to the main agenda.

Continuing Education: I have several requests to send staff to continuing education programs which are not sponsored by ILF, ALA, INCOLSA or the State Library and, therefore, need your approval.

I would like your permission to send Jen Evers, Technical Services Librarian, to the Ohio Valley Group of Technical Services Librarians' Annual Conference May 13-14 in Louisville, Ky. ($95 + mileage and 2 nights' lodging) This is a useful conference which she attends each year.

I would also like permission to send Linda Thompson from Wheatfield with Rebecca Gibson and Rachael Cavinder to a CareerTrack workshop to learn "how to design eye-catching brochures, newsletters, ads, reports (and everything else you want people to read)". ($129) Last month you approved our sending Rebecca and Rachael to this workshop.

I would like permission to send as many staff (and board members) as possible to BookExpo America at McCormick Place in Chicago in June. The cost is $45 per person for a one day pass. This will give access to the Exhibition Halls where over 2,000 publishers will display their works, to autographing sessions for over 650 authors, to educational sessions and other special events. This will be a great way to increase staff readers' advisory skills, and will help those involved in collection development. I imagine they will also return with a number of free books.

If you approve the Consent Agenda items, you will approve the workshop attendance as noted above.

Building Insurance: Good news on the building insurance! The boiler coverage from Hartford went up from $900 to $1400. We were able to cancel this separate boiler coverage, and get boiler coverage from State Auto with whom we have the rest of our building insurance. In addition, we are cancelling the hired auto portion of our insurance (since we have never rented a car since I have been library director) at a savings of $308. We will thus pay less for building insurance this year than we did last year.

Wheatfield Building Project Update: We have been notified that someone from "the State" will be coming to look at the current Wheatfield Library at the request of the Wheatfield Town Board. We assume they are exploring the possibility of obtaining a Community Focus Grant to purchase the property from us.

On the other hand, I received a call from Bill Orsburn at the KV Superintendent's office, asking what we were asking for the library. He also wanted to make sure I knew that the library's water comes from the school and that the board could decide not to extend their water to the building if the library no longer owned it. I told him the Town of Wheatfield was the only one to have expressed any interest and that we were aware of the water problem. This is a subject we will want to talk about at a future board meeting.

We have been working hard with the architects and are excited about the building which is evolving out of our work. At this meeting, you will be shown the final plans and specifications for the Wheatfield Library. You will then be asked to approve the plans and specifications, so we can advertise for bids from contractors.

In order to have the building under roof by winter, construction needs to start at least by the first of July. At the April meeting, I would like you to approve the plans and specifications for advertisement. I would like your approval with permission for the Building Committee to examine the plans and make *minor* changes where necessary before the legal ads are submitted to newspapers.

The Building Committee has had frequent meetings with the architects, but we will not see the final plans and specifications until the afternoon of April 12, board meeting day. We don't feel comfortable casting everything in stone at that evening's board meeting, yet we don't want to delay a whole month and wait until May for you to approve the plans.

At the same time, there are other legal documents that may have to be approved including a final Bond Resolution and the form of Continuing Disclosure Undertaking. Ed Dumas will attend the board meeting to help us with these legalities.

Lonnie Therber, our financial consultant, will meet with you in May, when the construction bids have come in and the time comes to determine the actual amount needed from the bond. At that time, you will decide about the duration of bond payments and the size. All will depend on how the construction bids come in.

Library activities: I am so proud of our staff—their enthusiasm and eagerness to learn and to provide service to so many segments of our community. Jackie and Patty, our Grant Writing Committee, attended a Grant Writing workshop and got some leads on new sources of federal grant funds, helpful websites and hands-on practice with grantwriting. Sheila reported that at her Computers in Libraries conference (Washington DC), "almost every session provided information and ideas that I am excited to research further and implement here at JCPL.

At Wheatfield, Nanette is able to speak Spanish fluently with two library users who have difficulty with the English language.

We have a reputation as THE PLACE to take sign language classes which we have offered for years. Charlotte spoke about the library at the KV Reading Council meeting.

Rensselaer had 16 show up for the Spring Break Movie (Cat in the Hat), 26 senior citizens meet to play euchre, 16 come for blood pressure screening, 10 (seniors) attend Internet training, and 18 attend an afternoon book discussion. 17 attended Wheatfield's spring break movie.

Wheatfield offered a program on Wheatfield history which brought a crowd of 44. Local residents made a map of the town which located present and past businesses. Others brought pictures and other memorabilia. Attendees thoroughly enjoyed themselves and have asked for another similar program.

Our Youth Services staff works so closely with the schools. DeMotte staff visited 6th grade classes this month, taking along materials, giving booktalks and involving the students in a game of "Library Jeopardy". At Rensselaer, Jackie reports that the Van Rensselaer Principal wants to put information about our Summer Reading Program in students' report cards, to make sure parents get the information. Diane spoke to a high school English class and read to three second grade classes. Many other libraries report that the schools have little interest in working with them.

At DeMotte, young adults tutor children. Jackie is going to take my place on the Step Ahead Council which attempts to gather all the departments and organizations in the county who deal with children's interests to see what can be done cooperatively. Patty and Rebecca are members of their towns' Chambers of Commerce. Patty has recently joined Rotary. These are all ways of keeping connected to the community, so we can know needs and so we can work together on mutual projects.

As a result of a program at PLA, we decided to consult Wheatfield teens about what the teen area of the new library should include. Diane and Diana did a great job of gathering a group of teens, getting them excited about the possibilities and getting their ideas. Our teen area will be unique as a result.

Everyone on our staff has a unique position, using their own unique skills whether it is working with children or with the elderly or creating the publicity for library programs, and the result is that the library is perceived as an active, exciting, "happening" place in the community.

NILBA Dinner: By now you have received the invitation to the NILBA dinner to be held at Strongbow Inn in Valparaiso on Wednesday, April 28, 2004. At the board meeting I need to know who is going and what menu selection you would like. The new fiscal body review of library budgets—and how we can effectively deal with that-- will be a part of the discussion at that meeting.

Please contact me if you are unable to attend the very important April board meeting or if you have any questions about material in your packet.

Director's Report
April 2004

Director's Evaluation: This board meeting will begin with an Executive Session during which you will discuss my performance evaluation and present it to me.

Finances: We received our income tax draw (CAGIT and PTRC) this week, the full amount we were told to expect for the first 6 months of this year. We also received an extra $123 for our Rainy Day Fund. Our property tax money will again be late, however. We expect to receive it in July or early August. We should be able to continue to pay our bills until mid July, when we should receive the proceeds of our bond sale. With that money in hand, we can pay back the Operating Fund about $140,000 in expenses which should have come from the Construction Fund budget. With that money and money accumulated in our Capital Projects Fund, we should be able to remain solvent until our property tax money comes in.

We had a surprise this spring when Precision Controls, our heating and air conditioning maintenance and repair firm, informed us that they had neglected to bill us for a number of repairs from 2001-2003, as well as for 3 quarterly maintenance contract payments. They have always given us excellent, prompt service, but their accounting department has been very dilatory. Long ago, we gave up reminding them about these things. We agreed that we would not pay for nonbilled work before July 2002, but would pay for work done since that time. This comes to about $10,000. There is no question about whether the work was done. The work was done but not billed. We will pay these past invoices as we can throughout 2004.

Capital Projects Fund Plan –County Council Hearing: We are on the County Council agenda for Tuesday, May 18, 7 PM. It would be good to have one or two board members attend this meeting with me to defend our need for the CPF and our plan for 2005-2007. (While I am at it, that day is the Budget Workshop. We will be attending the videoconferenced workshop in Valparaiso. It is an all-day event. If anyone wishes to attend, please let me know right away.

In news concerning our CPF Budget for 2004, as a result of Senate Bill 1 passed in the Special Session in November, we will receive $14,612 less this year from CPF than requested. That will mean we have $678,679 to spend on the Wheatfield Library

instead of $693,291. I will probably find out more about this cut at our Budget Workshop on May 18. Instead of getting a tax rate of .0133 as authorized by law, we will be getting a tax rate of .0097.

Continuing Education: Many on our staff attended the ILF Conference. Patty noted that "staff were very excited about this conference and felt it was the best they had attended in a while. We spent a portion of our April staff meeting discussing our favorite topics and sessions. It is exciting to see everyone so excited about new ideas!"

Patty has been accepted into the Lead-IN program sponsored by the State Library and INCOLSA. Its purpose is to train Indiana library leaders. She has attended the first of 6 all day sessions and is very enthusiastic about what she will be getting out of this learning opportunity. She also attended a Budget Workshop, mainly addressed at new directors. Each year she feels she is growing in her comprehension of library budgeting.

Diana is a part of the Management Institute which, right now, is dealing with conflict in the workplace. They are focusing on the different personality types, how each perceives and acts on ideas, procedures and general outlook in different ways. The emphasis is how the differences can lead to very productive work situations, if one can work through the misunderstandings that occur because of the different viewpoints. Diana feels this is the best Management Institute session she has attended.

At DeMotte, Jill attended the INCOLSA Business Resources workshop which she felt was useful.

Wheatfield Building Project Update: We have received **final approval** from the Indiana Department of Local Government Finance to issue bonds to build the Wheatfield Library (although the approval was for the Jasper County Public Library to build a new library in Wheatland, IN. We are getting that mistake corrected.)

We are now on a **set schedule. See R 9**.

We have hired Charlie Spurgeon, as our **Owner's Representative** (formerly Clerk of the Works). He is retired and lives in Rensselaer. His background is as a carpenter, but he has spent the past 5-6 years as a building construction superintendent,

supervising large building projects, including the addition to one of Rensselaer's schools. We agreed that he can basically work 3 days per week and that he can take two two-week vacations (unpaid, of course) during the next year, to visit his daughter in San Diego. By making those concessions , we obtained a very experienced, well-respected person to work with us. He expects to spend more time on the job during the first phase of construction, then cut back to 3 days when the need for day to day inspection is not as great.

We need to set a date for our **groundbreaking ceremony**. The Wheatfield staff suggests Thursday evening, June 17, at 6 PM. They envision a ceremony lasting no more than ½ hour. Because the current library is in a different location, they feel we will lose people if we try to invite them back to the library for refreshments, so they are not planning refreshments. The staff felt that we might get more people if we were not competing with weekend activities. It is important that all board members attend the ceremony, if possible. Does this date work for you? They mentioned Friday, June 18 at 6 PM as an alternative.

The Friends of the Wheatfield Library have discussed selling "memorial bricks" to raise money for library furnishings.

DeMotte Building Report: Because of the Wheatfield Library business to be conducted at the June 14 board meeting, the DeMotte Library Annual Report was rescheduled for the May board meeting.

Library activities: The biggest activity, of course, was the Philip Gulley visit. We had 166 in attendance—from all corners of the county. Surely the various book discussions focusing on his books helped. Patty even led a book discussion in Remington! The author was very entertaining. The homemade cookies, provided by the various Friends groups, were delicious. We have had many compliments on our choice of speakers.

We are sorry that CDC adult classes can no longer visit the library for story/craft sessions due to state-dictated policy changes at CDC. These programs were much appreciated.

At Rensselaer, comedian Don Miller provided a magic/comedy show to 37 attendees, in celebration of National Library Week.

At DeMotte, Rebecca devised a wonderfully creative way to encourage the community to read, by engineering the creation of a series of posters featuring local community groups. I will bring these posters to the board meeting!

Charlotte and Rachael assisted with the Chamber of Commerce (or it may be Rotary) Reality Day at the KV middle school. At Rensselaer, Jackie and Glenda instructed 60 middle school students on how to use some of our databases.

Nineteen persons submitted original poems for display on the DeMotte Library's Poet Tree during the month of April.

Marketing the Library: Rensselaer, DeMotte and Wheatfield staff all participated in Chamber of Commerce Expos during the month of April. The DeMotte Expo provided Rebecca and Diana the opportunity to talk to 86 people, both patrons and non-patrons, about library services. Non-patrons say they prefer to *purchase* books because they can get the book they want on the day they want it, or because bookstores make it easier to find what they want, or because they just like having their own personal libraries. Rebecca notes that "the good news is that people are still reading, although they don't have the time to read as much as they would like—and they still seem to regard the library as good for the community even if they don't choose to use it."

At Rensselaer, Jackie and Patty met with 144 persons at the Chamber Business Expo.

Charlotte, Mary and Rachael also attended Kindergarten registrations at DeMotte, handing out library information, card applications, etc. They estimate they spoke to about 100 parents and children.

NILBA Dinner: Perhaps Sue and Mari Anne will share their thoughts about the NILBA dinner they attended in April. Sue acted as "host" for the meeting, MC'ing the program very professionally.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

Director's Report
May 2004

Workshop Approval: We would like approval for 3 employees to attend a ½ day workshop on digital camera operation, offered by the Prairie Arts Council on June 21, at a cost of $10 per person.

DeMotte countertop disposal: At DeMotte we are turning the Study Room into an office for our Reference Specialist, to make more workroom space for staff. We will then turn the present Computer Room into a Study Room. The computers in the computer room will be installed on the counter in the reference section of the library which already holds the online database workstations. The counter is long enough to easily provide workspace for the extra computers.

When we make these changes, we will need to remove the formica-topped counter along the wall of the computer room. It is a perfectly good countertop, but the library has no present use for it and insufficient storage space to keep it in case a need presents itself in the future. There really is no other room for such a countertop. Would you permit us to sell this for whatever we can get out of it?

Wheatfield Building Project: As I explained by email, the construction bids were opened on June 3. There were 10 bidders. At the June 14 board meeting you will vote to accept the bid of the most responsive and responsible bidder, upon recommendation of Jeff Anglemyer, of the Troyer Group. Jeff will attend the board meeting.

You will also need to determine at that meeting the size of the bond issue, and the number of years to maturity. Lonnie Therber, our financial consultant will attend the June board meeting to make his recommendations on these issues. Prior to that time, we will get a more exact idea of the amount of money we will need for the construction and the furnishings and technology. We will also plug in our latest (and more accurate) estimates of the amount we can contribute from the Capital Projects Fund, which will help lower the size of the bond we need to sell.

I will try to email you late next week to give you the latest information I have. That should give you some time to think before you are asked to make all these decisions at the June 14 board meeting.

The schedule recommended by Jane Herndon, our bond counsel (attorney) at Ice Miller, indicates that we will give the approved contractor the authority to begin work on June 23. On June 29, the bond sale will be held in Lonnie Therber's offices in Indianapolis. At the July 12 board meeting, the board will "award the general obligation bonds" to the high bidder in the June 29th sale. On July 15, we will have the closing on the bond sale, delivering the bonds and receiving the money.

I asked Jane why we were giving the go ahead to the contractor before we had the bond sale. Her answer was as follows:

Typically, I like to wait until after we have a successful sale before giving notice to proceed but it is not required. It is a risk/benefit question. If you feel more comfortable waiting to give notice until after the sale and it doesn't change the timing of the construction, feel free to advise the architect accordingly. The risk that we won't have a successful sale is very remote and so I left the date of notice to proceed unchanged.....The sale is really a non-event. You won't want to come down for it. Lonnie will receive all the bids, analyze them and send you a fax with the winner's information.

I will let you decide whether you want to stay with the June 23 date for authorizing the contractor to begin work, or whether you want to wait until June 29. We just want to be sure the building is under roof before winter.

Capital Projects Fund Plan: The County Council approved our Capital Projects Fund Plan. I have sent it to the Indiana Department of Local Government Finance (affectionately dubbed the DLGF) for approval.

Continuing Education: Jen, Technical Services Librarian, attended the Ohio Valley Group of Technical Services Librarians this month. She felt it was a good conference which gave her a real sense of what the current issues are in the profession.

Jill, Kim and Sandy, DeMotte staff, attended INCOLSA's Health Resources Workshop and felt the review of website resources on health issues was informative. Kim also hosted her first book discussion and did a bang-up job, from reports we have heard. She will lead DeMotte's book discussion group next year.

Marlene and Rebecca visited the Genealogy department at the Porter County Public Library. The department is the third largest in the state, after the Allen County Public Library in Ft. Wayne and the Indiana State Library. Rebecca is encouraging Marlene to visit two Indiana library genealogy departments each year as a part of her professional development plan. Rebecca is currently enrolled in a practical, hands-on Indiana & Genealogy Resources class as part of her MLS curriculum.

Rachael, Linda and Rebecca attended Career Track's poster, newsletter and brochure design workshop which they felt gave them a lot of practical advice on designing appealing marketing tools.

Groundbreaking ceremony. Groundbreaking ceremony will be held Thursday evening, June 17, at 6 PM. The ceremony should last no more than ½ hour. Invitations have been mailed. We will plan on the President of the Board saying a few words, the board, architect, contractor (perhaps), staff, patrons taking the ceremonial shovelsful of dirt. The ground will be mowed prior to the day.

Library activities: Youth services staff have been working on summer reading marketing and promotion, as they put the final touches on summer reading program preparations. They have visited every preschool and every elementary school class to "sell" the summer reading program to the children and their teachers.

We are also working on the 2005 budget, trying to get figures in place to bring to the board's budget committee late this month.

Sheila has configured and installed WebBalanced, our new filtering software, on all staff computers at Rensselaer. They are set with the same configuration patrons will have July 1, so we can test the settings and make any necessary adjustments.

DeMotte offered an excellent WW II Patches program. It drew patrons, mainly male, from every age group. Rebecca noted that seeing the vets get together after the program, exchange phone numbers and make lunch plans made her feel even better. She has received calls from people inquiring about whether the library will offer this program again.

Patty has purchased a ceiling fan for the meeting room. Hopefully, it will be installed before our June board meeting, so we can test its effectiveness in cooling the room in the summer and warming it in the winter.

She is also making preparations for the appearance of our summer intern, Julie Walstra.

Marketing the Library: Library marketing is not merely writing news articles and posting notices of programs. It is accomplished also when staff members take part in local events and organizations, bringing an awareness of the library to those attending. Patty attended a Work Experience Awards Lunch sponsored by

Cooperative School Services and Rebecca and I attended a KV School Board meeting honoring students working in the Work Experience program. Students from the Cooperative School Services program have worked as library volunteers from time to time. Right now, we have one working at the DeMotte Library. Previously we have had volunteers at Rensselaer.

Patty also attended the Jasper Foundation Annual Dinner to publicly thank the Foundation for funding our Philip Gulley program.

Jackie Saxon, Rensselaer Youth Services Librarian, will take my place on the Step Ahead Council which endeavors to pool the resources of all the county agencies which serve the needs of children.

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

JASPER COUNTY PUBLIC LIBRARY
www.jasperco.lib.in.us

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

Director's Report
June 2004

Wheatfield Building Project:

We have had our Preconstruction Meeting with Tom Echterling of Gough, Inc., our new contractor for the building project; with representatives of Bloomfield, our HVAC contractor; Rich Tillema of Circle R Electric, electrical contractor; with our architects; Charlie Spurgeon, our Owner's Rep; and Diana and I. We will hold future Progress Meetings the second and fourth Wednesdays of each month.

Site work should begin in the next week.

The bond sale went well. Standard & Poor gave us an A- bond rating, which helped us to get a 4.137% interest rate (including the purchaser's fee). Banc One Capital Markets, Inc. made the winning bid, with City Securities Corp. coming in second. Two other bidders dropped out when it appeared the rate would be lower than they liked. The bond issue closing is scheduled for July 15, on which date we will receive the full amount of the bond. To date, we have received only the $32,000 good faith deposit.

Almost 40 persons attended the groundbreaking ceremony. I thought that was good. Doris Myers expressed interest in submitting a proposal for a mural for the wall above the circulation desk which is designed to be a focal point for the library. We will need to do some decision-making beginning next February about what we want on that wall. There is $10,000 in our construction budget for whatever we want for that location.

We are working now on the Furnishings Specifications, determining the furniture we need to buy, what we need to reupholster and selecting fabrics for upholstered

furniture. We will bid out one package to include the shelving and the furniture together. When we built DeMotte and Rensselaer, we divided the package into 3 bids—one for office furniture, one for library furniture and one for shelving. This time, we will reuse a lot of shelving and other furniture and will have less to purchase, making it less advantageous to divide the bid.

Change Order approvals: During the course of the construction, change orders will be required any time we wish to make a change that will cost more (or less) than the original plans on which the contractor based his bid. We have a contingency fund of about $280,000 built into our budget to accommodate changes.

These changes could include changing a light fixture, installing a telephone outlet that had been forgotten, installing a perimeter drain, changing the face stone, adding cabinet doors, etc.

If the board gives me authorization, I can ok these changes, once our architect and owner's rep agree they are to our benefit. This will help the project keep moving.

I would like to know at what point, you, the board, want me to bring proposals for change orders to you for authorization. Do you want me to get your approval before signing a change order that will add $10,000 to the project? $15,000? Or are you more concerned that I bring for your approval any change that will change the appearance of the building in some important way? I will, of course, bring you a list each month of the change orders I have approved. The Troyer Group prides itself on not leaving out anything important, and has had very few change orders on their other projects.

Library Logo: This Director's report is written on library stationery with the library logo at the top (the size of the font for the web address is a mistake. The next batch will have that in smaller letters). The logo was created by a former employee. Some staff think it is a good one and some hate it. If we want to change it, next summer will be the time. Next summer we will need to change our stationery to incorporate the Wheatfield Library's new address.

What do you think of the logo? Do you feel it needs to be changed? Unless we had the work done professionally, the extra cost would be in having new envelopes printed for all libraries, an initial set-up fee at Campbell Printing of $100-$200 and a

new set-up fee for such things as library magnets which we purchase for marketing purposes. If you want to make a change, we will start working on it.

Tree Maintenance: We are making plans to remove a catalpa tree on the southeast corner of our Rensselaer property that, according to Rick Sobol, county extension agent, is dying.

At DeMotte, we have a Bradford pear which has been beautiful but has now lost 4 large limbs this year alone. We are consulting Rick about what to do.

Library activities: Summer reading club was the big activity for June. Rensselaer had an average of 110 in attendance each week, DeMotte 94, and Wheatfield 60. At Rensselaer and DeMotte, story times were also offered in June.

The summer Young Adult programs attracted good numbers for interesting programs. Some of the programs were soapmaking, dirty bingo, fishing techniques, a CD swap and a visit from boxer Gentleman Jimmy Holmes. We have creative Youth Services staff!

DeMotte and Rensselaer libraries each hosted a one-week Scholastic Book Fair. Books sell at a 2 for 1 price. Each library gets $250 worth of books as its reward for hosting the Book Fair.

Like all other public libraries in the state, each of our libraries received about 260 cds from the music vendors according to terms of a class action suit for price fixing. Glenda reported that she was able to find about 190 cds that she felt could be added to the collection, although they will not be wildly popular. The vendors obviously chose the cds from their overstocks. There were many duplicates. The 3 branches plan to get together to trade cds, if possible.

The newspaper had an article, sent from the state, about the donation of these cds to public libraries. Their headline said something like "When Will Our Libraries Receive Them?" It was unfortunate that they did not give us a phone call before printing the article. We could have told them we already received them. Because of the fact that the industry was forced to donate the cds, and because they were obviously cds they no longer had need of, I didn't think it necessary to write an article for the paper. It will also take a while for these to be added to the collection, so I didn't want to bring in requests for the cds prematurely.

The Literacy Committee has spent many hours ordering Hispanic language materials with their LSTA grant monies. Kathryn is working out details of home delivery of the materials to Spanish speaking Healthy Family clients. Procedures and orientation have been planned and discussed with the staff of the Healthy Families program. Delivery should begin soon.

We are also working on the 2005 budget, trying to get figures in place to bring to the board's budget committee late this month. The budget committee has agreed that we should bring the proposed budget to the Board at the August board meeting, plan for a special board meeting on August 30 to hold our public hearing on the budget, then approve the budget at the September board meeting, as we have done for the past several years.

WebBalanced, our new filtering software, is now installed on all computers.

Rensselaer: The Learning Network, of which Patty is a part, met to plan their fall programming line up. Representatives from Newton and Jasper Counties discussed possible program offerings and collaborated on presenters. The Rensselaer Library will host several of these programs.

The staff is planning a summer field trip to Heckman Bindery in North Manchester. Some staff will visit in July, some in August. Fire extinguisher training for staff will also be held in August.

DeMotte: DeMotte has decided to purchase keyboards for the visually impaired and physically disabled. These will be kept at the circulation desk and attached to computers when necessary.

On June 17, the limb of a tree across the street from the library fell on power lines, causing the library to lose most of their power. When power returned, we discovered a controller board in the computer server had burned up. The library was also without water until a plumber came to find and restart the well pump motor. We now know where to look for this starter button, so we can take care of such a problem ourselves in the future.

The DeMotte Library is ready to make decisions on new carpet. We have a meeting this week with a person who will work on specifications for the project.

Wheatfield: Diane Kros has begun her 3-months of maternity leave. While she is gone, Kimberly Calderone, a clerk at the DeMotte Library, will work 24 hours per week at Wheatfield. Other DeMotte clerks will take Kimberly's DeMotte hours.

Technical Services: The backlog in this department has been growing as the staff of 3 copes with growing numbers of new materials. We will put more money in next year's budget for a clerk to help process these materials. In the meantime, Wheatfield and Rensselaer staff help out when possible. All full-time Rensselaer staff have been working 1 hour per day in Tech Services to help erase the backlog of uncataloged materials. Their efforts are greatly appreciated.

In a real push to get some serious cataloging done, Jen cataloged 871 items this month.

System Administrator: Installing and configuring filtering software, and setting up a new email service have kept Sheila very busy this month. In addition, she had to ferret out the cause of other DeMotte networking problems, prepare next year's budget for technology for our libraries, and resolve the many little problems that crop up with individual computers from time to time.

This month, I updated a number of pages in our Staff Handbook. I am working on creating an FMLA procedure and management guidelines, to help us treat employees in a consistent manner during FMLA. I contracted with an employment law attorney at Baker & Daniels to look over my proposed procedures. It is a very specialized and technical area of law.

You will be happy to know that Tim has been reappointed to the Library Board. To meet the requirement that he be sworn in within 10 days of his reappointment by the County Council, I had Duane swear him in.

Please contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
July 2004

Workshop Approval: On September 20, we would like to send DeMotte Youth Services Assistant Mary Herz to Indianapolis to a workshop on "Creating the Best Public Library Program for Young Adults". The seminar will be presented by an outstanding young adult librarian and author. The cost is $179. Young adults are hard to reach. We continually seek new ways to attract them to the library. I feel it will be a very energizing, beneficial experience for this relatively new youth services assistant. ***If you vote to approve the Consent Agenda and Consent Agenda items you will approve Mary's attendance at the workshop.***

Wheatfield Building Project: The Building Committee has completed the selection of the furnishings for the Wheatfield Library. The specification are written, Diana and I have checked them over carefully, and we are ready to advertise for bids. The furnishings selected are considered by our architects to be well within the $147,700 budget set aside for the purpose.

I will be prepared to present you with as detailed a look at the specification as you wish. ***Then I will ask you to vote to approve the furniture specifications and authorize me to publish the invitation to bidders.***

Library activities: Summer reading club activities ended in July. 142 DeMotte children completed the 6 week program and 74 young adults finished the DeMotte young adult program by reading at least 4 books each. At Rensselaer 97 children completed the summer reading program. We'll have to wait until Diane returns from maternity leave to get Wheatfield's statistics.

Use of our Hispanic resources has been steady. We checked out about 35 books this month. At Wheatfield two Hispanic men spent several Tuesday evenings using dual-language children's books from the Hispanic collection to work on reading English. We registered two Hispanic speaking patrons for library cards.

Rensselaer: Our library science intern, Julie Walstra, finished her time with us. She received hours of hands-on experience with circulation and reference work. She was involved in adult, children's and young adult programming and received training in

the areas of collection development and collection maintenance. She developed a collection of "outer space" materials for the children's department. She also helped process new materials in our Technical Services department.

DeMotte: Charlotte started the Brush Up Your Reading program. For two weeks children going into grades K-3 are keeping track of the books and magazines they read. For each book or magazine read they receive a ticket to enter a drawing for back-to-school items.

We are meeting with DeMotte Carpet staff to select a carpet for the DeMotte Library.

Technical Services: Jen Evers guided us through a major TLC upgrade (our library automation system) this month. It went well.

System Administrator: Sheila's work on the NICCL Search Committee has paid off. After a very careful analysis of proposals from a number of technology consulting firms, NICCL chose Chester Tech as the firm they would do business with. Our contract with Chesters will formally begin September 15th at the rate of $60 per hour (with no minimum purchase). If they spend less than 4 hours at a library, they will charge $40 maximum for travel. If they spend more than 4 hours at a time, they will not charge for travel. JCPL purchased hours from Chesters last November at $104/hour with a minimum purchase of 25 hours. We pay for travel under our current arrangement. This will be a great savings to us.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Director's Report
August 2004

2005 Budget: Our budget has been advertised. We had no objectors at our public hearing. At the September meeting, the board should vote to approve the 2005 budget as advertised.

Wheatfield Building Project:

Change orders : You will be voting on a change order for $72,030 which includes the following items—

Furnishing 4,974 cu. yds of additional sand fill	$60,683
Removal of unsuitable fill	7,331
Addition of floor boxes	672
Provision of Termite Control	3,344

The sand fill was a necessity, in order to get proper fill under the foundation of the building. We talked about that last month. The cost of it was a surprise to me! Luckily, Charlie Spurgeon had advised before we chose a contractor that we require that bidders specify the price per cubic yard for any additional fill required from offsite. Gough was the bidder with the lowest price per cubic yard. Charlie kept close tabs on the amount of fill brought onto the site. His figures tally with the contractor's figures. Charlie tells us a *little* more fill might be needed later when the parking lots are built. He said we need a good foundation under them also.

I approved the addition of floor boxes in an area near the circulation desk where we did not originally feel we needed them. The cost is $672 for the four floor boxes and the conduit to that spot. We decided that at some time in the future we may want to use that area of the library differently and we would need power for computers and electricity there. It is much cheaper to add it now, than to add it later.

Troyer does not typically include termite control in specifications for buildings with steel construction. I did not realize that. Both DeMotte and Rensselaer were treated for termites, although they also are steel construction. I was told that schools in this area all have termite control applied during the building process. Several people I talked to felt it was good insurance at reasonable cost. I approved adding termite control. The cost is $3,344.

Furnishing bids: Bids for furnishings will be opened at the Wheatfield Library at 2 PM on Thursday, September 23. Our interior designer from the Troyer Group (Sally Anglemyer) will be there with me for the bid opening. If any board members are interested in attending, you are welcome. All the contractors were in attendance for the bid opening for the building contract itself. The furnishings contract is much smaller and I don't expect the bidders will be in attendance.

Capital Projects Fund: The Indiana Department of Local Government Finance (DLGF) has approved our Capital Projects Fund for 2005.

Long Range Plan: A number of employees have spent many hours in the last months working on the new JCPL Long Range Plan. Our Management Team had a day long "retreat" at my home to draft the plan. Various employees have worked since then refining the draft.

At this board meeting, I am asking you to approve the Mission Statement, Role, Commitment to Outstanding Service (which we formerly called "Values"), and the Goals and Objectives of the Long Range Plan which will guide the library's path through 2009.

The document includes *actions* in addition to *goals* and *objectives*. Staff will continue to work on these actions after you have approved the goals and objectives. At present, just use them to get an idea of how we might reach each objective. We want to make sure you approve of the direction we think the library should take for the next few years. Later this fall, we will bring the completed action plan to you for approval.

Library activities: On September 17, the library will be closed until 2 PM for a Staff Development Workshop to be held at the DeMotte Library. The Rev. Angel Torres will provide a 1 hour cultural diversity training.

We will then spend an hour talking about the patron requests we say "no" to and see if we can find ways to say "yes" more often.

Our Readers' Advisory Team (includes staff from each library) will present a workshop for the next hour. Following that we will take an hour to review certain policies and procedures on which staff wanted to be refreshed.

Rensselaer: Patty held a building emergency refresher training for her staff. They practiced handling the fire alarm system, emergency water/electric shutoff procedures, medical and weather-related emergencies, bomb threats, etc. Kathryn started a conversational English class this month. Two individuals need practice with conversational English. One speaks Ukrainian and one speaks Spanish. Kathryn facilitates their practice once each week in a one hour session. We have not advertised this class. At this point we are meeting the need of these two individuals who expressed a need to us. We might expand this program at a later time. There seems to be community interest.

Patty was invited to speak on WLQI Chamber Talk this month. She notes that radio announcers always want to focus on Internet services at the library, but she managed to talk about other library services, including our new AV Policy, allowing teens to check out videos and about other library services. She says she "reminded listeners that all library services are alive and well in the age of the Internet."

Back-To-School-Bingo was a success with 40 signing up for this child and parent/grandparent activity. Winners get various school supplies.

Jackie's evening story times and toddler times appear to be a success. Her fall classes are nearly full. Obviously there was a need.

DeMotte: Several DeMotte and Wheatfield staff worked the annual Cops Night Out event. They felt it was a great opportunity to get out into the community. They offered freeze pops and face painting at their booth. Once at the booth, people could pick up a variety of bookmarks and handouts about the library. Next year they hope to add a storytime or the parachute game.

Thirty children collectively read 465 books during August's Brush Up for Reading program. The program is a follow-up to the summer reading club, designed to help children refresh their reading skills before school starts.

Cynthia Ransford and Kimberly Calderone, DeMotte clerks, have helped Wheatfield out during Diane Kros's FMLA leave for the birth of her baby. Rebecca feels it has been a good learning experience for them and they have both appreciated the extra hours.

Staff celebrated Jill Tachtiris's 20th anniversary with JCPL this month.

DeMotte has had some computer problems this month. The wireless connection has functioned partially or not at all on 3 different days. Sheila is working with Sprint to investigate whether NITCO (DeMotte's phone company) is can now offer a wired connection. Previously, they refused to install the necessary equipment. We think things may have changed.

Wheatfield Library: We are sorry that, after 19 years of service to the library, Youth Services Specialist Diane Kros is resigning. We are happy, though, that she has the option of staying home to enjoy her new son. We are presently interviewing staff and advertising for a replacement. We are requiring 2 years of college or 4 years of experience working with children as a minimum requirement. Classification and salary will be dependent upon the education and experience of the person selected.

Technical Services: Please look at our webpage (www.jasperco.lib.in.us) and click on "Wheatfield Building Project". We have a page where viewers can look at pictures of the progress of the project, another page where we answer "frequently asked questions" and another page where we list all the people who have been involved in the project—architect, contractor, etc. If you have suggestions for improvement, let me know and I will work with Jen. She can work magic with our website, it seems.

System Administrator: We have decided it is time to allow patrons to use pen drives on our computers. Pen drives (also called flash drives) work like floppy disks except they can store a great deal more data. At this time, one PC in each building will allow pen drive usage.

Sheila saves us money! A battery in a Rensselaer UPS died (the UPS is what keeps our network servers working when the power goes out). She received a bid from Chester's for about $300. On ebay, she was able to find a new battery for $98. The UPS is working fine again!

NILBA Dinner: The NILBA dinner, as you know, will be Wed., Sept. 29, at Dynasty Banquet Hall in Hammond. The Open Door Law is rather complicated. The person who makes the decisions on whether we are correctly following it will be speaking. I think this will be a very good program. Please be prepared to let me know if you wish to attend with me.

Today, I attended an online free workshop entitled "Mistakes Only Experienced Directors and Managers Make". It gave me food for thought, and the online format worked very well.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet.

Director's Report
September 2004

Wheatfield Building Project:

Extra charges for unsuitable fill (soil) : Last month some of you expressed concern about the $68,000 taken from the $270,534 contingency fund to pay for "fill" to replace soil found on the building site. Ed Dumas, Jeff Anglemyer and Charlie Spurgeon will attend the October board meeting to explain the situation and answer your questions.

Executive session: Ed will also attend the executive session to discuss a situation in which he is involved that could lead to litigation involving the library.

Furniture Bids: The board should approve the furnishings contractor for the new library at the October meeting. The bids for furnishings came in higher than expected. The low bid was $175,016; the high bid was $179,056. In addition, we will be spending about $4,000 for reupholstering present furniture. That would mean spending a total of $179,016 for furnishings.

In our project budget, we budgeted $160,700. We also have a contingency budget for furnishings of $14,770. That total in the budget would be $175,470.

What we are proposing is to divide the furnishings project into Phase I and Phase II. We are asking the two bidders to revise their bids to reflect two phases *without changing the overall bid total submitted*. The bidder with the lowest bid for Phase 1 would be the successful bidder for the entire furniture project. By my calculations, Phase 1 would cost $163,183. That would just barely dip into the furniture contingency.

Phase 2 includes several items we think now we could drop and several items which we might find donors for. It is very likely we will not use most of the contingency fund. In the last 3 library projects The Troyer Group has done, they used a maximum of $2000 from the furniture contingency fund and in one case used none. If contingency money is available, we could have the contractor order those items we want from Phase II at the end of the project when we know the money is there.

I will not know until after this Director's Report goes out in the mail whether the furniture contractors will agree to the terms of this new proposal. I'll update you at the board meeting.

Wheatfield Library Plaque: I have a sample of what the plaque for the new library building will look like. We decided on the names we want on it. It will say Wheatfield Library. 2005. Then the list of board members and their titles. Do you want the 2004 officers listed or the 2005 officers listed?

Long Range Plan: Staff is still determining activities that will lead to reaching a few of the objectives in the long range plan. We will have a final plan to you later in October, so you have plenty of time to look it over before voting on it in November. I won't wait to send it with your November packet.

In November we will also ask you to approve our long range Technology Plan which we are creating in conjunction with the long range plan. (See R 13 and the plan itself in your packet.) Several of us spent a great deal of time this month working on this new plan.

Staff Development Day: On September 17, we had a very successful Staff Development Day (8 AM – 12 noon). The most popular segment dealt with Readers' Advisory Services. This is the part of our work in which we help patrons find "a good book to read." Our Readers' Advisory Committee offered to present a program on this subject and did a ***superb*** job, leaving the staff asking for more.

A second part of the morning was devoted to looking at the kinds of patron requests we have to say "no" to. Our goal is to be able to say "yes" as often as possible. We identified a few "no's" that we think should stay that way. We found other situations where we think it reasonable to ask the board to change policy so we can accommodate patron requests. We did not have time to address all concerns, but will do that in the next few months. I thought you might be interested in the discussion. You'll find a synopsis in your packet.

Other portions of the morning were devoted to going over procedures which staff indicated they needed to review.

Other Continuing Education:
Children's & Young Peoples Division Conference: Charlotte & Jackie
Scholastic Book Fair Workshop: Charlotte, Rachael
Visit to Plainfield and Carmel/Clay Public Libraries – Charlotte, Mary, Rachael
KV Reading Council: Charlotte
Reference Counterparts: Jill, Linda
Young Adult Workshop: Mary
LaGrange Park Public Library, Nadine Festival of the Arts: Kris
INCOLSA Vendor Fair: Kathryn
INCOLSA Technology Update: Jill, Marlene, Glenda, Sheila

Employee Health: We have a stake in keeping our employees healthy—more work days, fewer paid sick days, lower insurance rates. We have been receiving sample copies of a one page monthly health promotion and wellness newsletter called TopHealth.

I will include a sample in each of your packets. One of our employees reports that her husband brings this home from the office and she reads every word each month.

The cost is $5.20 per year per employee. If we subscribed to this for every employee who qualifies for health insurance, we would spend $140 per year. Do you think this would be a worthwhile expenditure?

Rensselaer: With a little creativity and a lot of Jack's carpenter skills, shelves were salvaged from the staff workroom, end panels were created, and the growing Spanish collection has a new home. Jack also built another box to hold music CD browsers.

A St. Joseph's College sophomore education class visited the library to learn about the resources available to help them on a particular class project. Many already had cards. Those who did not applied for cards.

Six first grade classes visited the library for a tour and story hour over the course of 5 days. Sixty-four received new library cards.

A new issue of Teen Talk was delivered to the Middle School. 30 Homeschool Newsletters were distributed. Fall Festival Color Sheets were delivered to Preschool through second grade students. Good marketing!

Last, but far from least, the loft area of the children's room now has the words 'Kids Corner' attached to the soffit above the loft. It really draws attention to that spot.

DeMotte: Jill Tachtiris, Reference Specialist, now has her own office across from the reference desk in what was the Study Room. The study room is now in the former Computer Room. The computers are now out in the open area of the library.

DeMotte staff have selected carpet which they like. We are waiting for the carpet dealer who is working with us to send us specifications, so the board can approve advertising for bids. It has taken a long time to find a carpet that all find pleasing, especially since the carpet dealers interrupt their work with us for paying jobs. They know that while they are spending the time and writing the specifications for us, someone else may get the low bid on the actual job.

Wheatfield Library: Rachael Cavinder, present Youth Services Assistant II at DeMotte, will be our new Wheatfield Youth Services Specialist. She will begin work on October 16. This will require changes at DeMotte, where Mary Herz, who presently shares the Youth Services Assistant position with Rachael, will increase her hours to 32 hours per week, with Jean Kaluf coming back to DeMotte as an 8 hour library assistant to share the Youth Services position with Mary. Both Rachael and Mary are college graduates. Rachael taught for one year between her periods of employment with us.

Don Gear, Wheatfield Town Council, requested an appointment to discuss obtaining the Wheatfield Library for a Town Hall. Diana and I meet with him this Friday.

Technical Services: Have you had a chance to look at the Wheatfield Building Project pages on our library webpage (www.jasperco.lib.in.us) ? Just checking!

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Director's Report
October 2004

Nonresident fee: In the year 2000, when our new census figures were announced, we found that our nonresident fee of $54 was far higher than the $45 it needed to be to meet state regulations. We left it at $54 and I have not worried about it since. I should have checked at the beginning of this year. I received a notice this month from the State Library that our actual operating cost per capita is now $57.30, and our nonresident fee must also be at that level (or higher). If we do not make the change by the end of the year, we will be in non-compliance and ineligible for state funds and grants. Therefore, I recommend that the board approve a change in the nonresident fee from $54 to $58. If you approve the Consent Agenda and Consent Agenda items, you will approve this resolution. Once the resolution is approved, I will make the necessary change to the Circulation Policy which lists our fees, assuming the change has been approved by the Board.

Nominating Committee Report: The Nominating Committee will present its slate of officers for 2005. You will vote on that slate in December.

Wheatfield Building Project:

Disposal of current Wheatfield Library: I will be interested to hear your comments concerning the letter we received from the KV School Board. Hopefully, one or more of you will have had an opportunity to informally chat with a school board member to find out what they are thinking and what they wanted this letter to achieve. I want input from you before sharing the letter with the Wheatfield Town Board or contacting the superintendent directly.

Additional fill for parking lot areas of library: Contractors, owner's rep, and architect had hoped that soil from the building site could be used under the parking lots. The geotechnical engineers working on the project have advised us not to try it. The fill needs 95% compaction as did the fill under the building if the parking lots are to last. We will be paying an additional $29,280 (tops) for 2400 yards of fill for the parking lots. Charlie will attend our November board meeting to help explain this situation to you.

Additional doors in vestibule area near meeting rooms: Here is a little good news. We talked last month about adding these doors to eliminate the need to keep the meeting room doors unlocked so that patrons could exit the library through the meeting room in case of fire.

This would cost an additional $7079. Upon further considering the regulations, our architect feels that it is very unlikely that a building inspector would consider that area between front doors and meeting rooms a true corridor rather than part of the vestibule. Persons using the corridor are going to the meeting rooms. If that is the case, the meeting rooms are unlocked. People in the vestibule have 3 exits from the building—the front doors and two emergency doors within the library. Therefore, he believes we can lock the meeting room doors and not have a problem. We save $7079.

Employee Health Insurance: Good news! Our health insurance rates are going up only 12% next year. We budgeted for a 20% increase and 16 employees on our insurance. We presently have 15 employees on our insurance. With the smaller increase, if we continue to pay 80% of the employee's insurance, we have the funds for 17 employees to carry our health insurance. The library rate will be $3,819 per employee per year, with the employee paying 20% or $954.84 per year. I recommend that you approve paying 80% of the individual employee's health insurance for 2005 as you have for the past several years. Employees wanting coverage for spouse and/or children pay the total amount of the coverage for their families.

Long Range Plans: I gave you copies of the final draft of the Long Range Plan last month. Please bring those to the board meeting so we can discuss any concerns and so the board can approve the plan – either as presented or as amended by you.

Because we live in a period of rapid change, it is very difficult to predict the needs of the community five years in the future. For this reason, most of the "actions" we list under the goals and objectives are actions we will undertake now or undertake on an ongoing basis. We have identified only a few actions that we will delay until 2006 or 2007. With this long range plan, we anticipate revising the actions each year to reflect the changing needs of the community. We have built the annual analysis and revising of the plan into the plan itself.

In November we will also ask you to approve our long range Technology Plan which you received last month. The Technology Plan explains the methods by which we

will use technology to help us carry out the long range plan. A board-approved three year Technology Plan must be submitted to the State Library before we are eligible for state and federal grants and discounts.

Staff Development Day: As I related last month, our Staff Development Day was particularly effective this year. We had very energetic, enthusiastic discussions on several topics which had to be cut short because of time constraints. Staff prefers the half-day format. A full day session is too draining mentally. To adequately cover all the topics desired by staff, we would like to offer two ½ day sessions, one in the spring and one in the fall. Does this meet with your approval?

Performance Evaluations: A speaker at the Leadership Conference we attended (Patty, Gail and I) last week advised against annual performance evaluations as intimidating and non-productive. He made some good points. I plan to alter the way I do performance evaluations this year for my management staff. They will still fill out the "employee questionnaire" which helps them review the past year's activities, their strengths and areas where they wish to improve. It also asks them to reflect and set goals for themselves for the next year. We will spend our time together talking about any weak areas I have noted, strengths I want them to build on and their goals for the next year. I will no longer evaluate them on a 1 to 5 scale on a long list of behaviors. I think this will improve the process.

Rensselaer Fall Festival: We had 478 in attendance at the Fall Festival. We had wandering minstrels, games and crafts for the children, bingo, face painting, food (in the library!), a cake walk and wall-to-wall people. It was a great day. People had a great time.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Director's Report
November 2004

Election of officers: The slate of officers announced last month included: Mike Crawford, president; Sue Deardorff, vice-president; Mark Heinig, secretary; Anne-Marie Egan, treasurer. At the December board meeting, you need to elect officers. You also need to select an assistant treasurer. The bylaws say we must bond the treasurer and "any other officer authorized by the Board to sign checks."

Circulation Policy: At our last Staff Development Day, one of our exercises was to think of what patron requests we have to say "no" to and reassess whether our "no" is necessary. We did not finish the discussion and are continuing it at our staff meetings.

One request from patrons was to let our circulating CD Rom software be checked out for longer than one week. When we set the policy, we had very few CD Roms and wanted them available to the most people. Now each library has many of them. Once you load them on your home computer, it would be nice to be able to enjoy them for more than a week. Therefore, ***we would like to make them 3 week loans with no renewals.*** (These include such titles as Crayola's "Make a Masterpiece", "Dr. Seuss Kindergarten", "Carmen Sandiego Word Detective", "Know Your Soccer", "Bird Hunter Waterfowl."

This is not a month when we generally change policies, and I have not consulted with our hardworking Policy Committee. This seemed to be such an obvious and reasonable request that I thought you might be willing to make this small change in the policy. If you approve the Consent Agenda items, you will approve making this change in the Circulation Policy. If you don't want to approve it now, I can bring it in January.

LSTA Grant: We want your approval to submit an LSTA grant application to purchase a color printer and a carrying case for it, and to help fund instructors to teach various computer classes in our new wireless computer lab. You may remember that we received a grant for the current year for a portable wireless lab to be housed in the new Wheatfield Library but to be used at all 3 of our libraries. This

grant will help us use that lab. I will have a copy of the grant application for you at the board meeting. We are still working on this.

Wheatfield Building Project: Interior walls are being erected. EIFS (the stucco-like material above the stone) is being applied to the exterior walls of the building. Charlie and Diana have each found minor problems that need to be corrected. The town of Wheatfield asked that some of the curbing close to the street be eliminated to make it easier to plow snow. That is being taken care of.

Don Gear, Town Board President, is interested in using the new meeting rooms as a warming center for the town if there should be an extended period in the winter without electricity for the town. Troyer is researching the cost of setting up that part of the building to support a generator if electricity is out. The town would pay, if the cost is reasonable, for the extra electrical work and, of course, for the generator. If the board approved the concept of using the meeting rooms for this purpose in an emergency, and if the town decided the idea was economically feasible, we would work out the details with the town. Diana and I do not see a big problem with this. It would probably only be used once every few years. We could see having an agreement with the town that a town employee would be on site at all times or the town would pay for any damage to the building, etc. What do you think?

Wheatfield Fund Drive: I would like you to take a second look at the idea of soliciting donations from businesses and others for the new building. We set up a staff committee for this purpose. Diana asked her Friends group to participate. One or two agreed to participate but their basic reaction was—You have money from a bond issue to build this building. Why do you need to ask for donations too? They want to do something for the new library, give it something as a gift from the Friends, but somewhat resent being asked to help us seek money from other sources. Perhaps a letter requesting donations from taxpayers is not a good way to do this. I wonder whether it would be better to see if we can pay for everything we need from the bond issue (I think we can). Then, look for extra things we feel would be nice and make a wish list, sending a letter, putting something in the paper asking for donations for those specific items. We presently have a wish list for each of the other two libraries.

Technology: The new Wheatfield Library will offer wireless access. When the time seems right, we will make wireless access available at DeMotte and Rensselaer also. Sheila is attending workshops, getting tips at her Automation Counterparts meetings, and adding to her knowledge through the Internet and her professional

reading to find all she can on the special security issues that come with wireless access.

The DeMotte wireless network connection had problems for more than a week and service was interrupted over and over before the cure was found.

Sheila is researching alternative networking options to connect DeMotte and Wheatfield to Rensselaer. It *appears* we can get a DSL connection for Wheatfield and a Cable Internet connection for DeMotte. By adding a firewall at each branch, and setting up a VPN (Virtual Private Network) we should be able to run all data traffic to and from Rensselaer through the Internet on a secure (private) connection. The cost so far seems to be about $150 per month for each branch.

Comcast is doing a site survey at DeMotte and will tell us of any additional setup costs. This $300 per month compares with the $900+ we currently spend for the wireless to DeMotte and the frame relay to Wheatfield! The connection speed is also a faster one than at present. There will be one-time costs to purchase the firewall and set up the VPN but we will recoup our outlay within the first few months. More on this later.

DeMotte Carpeting Project: We allotted $94,000 for carpet from LIRF. Low bidder was Crown Point Quality Carpets with a bid of $77,000. We will pay $6800 to a library equipment mover who will move the furniture and shelving from one part of the library to another and back again as needed during the project. The Troyer Group submitted a $1900 bill for their part in preparing the specifications and the bid for advertisement. That brings the project to $85,700. I am sure Ed Dumas will charge us something for helping me prepare the contract. We have signed the contract and are waiting for Crown Point Quality Carpets to sign it. Then we wait while the carpeting is produced. It seems doubtful to me that we can do this project in December as I had hoped. The library will probably be closed 2 weeks for the removal of the old carpet and replacement with the new on the main floor. We will reopen and close the meeting rooms for the time it takes to replace that carpeting.

Library Activities: Charlotte Fagen spoke to the DeMotte Rotary about youth services at the Library, while Rebecca and Marlene Beedle spoke to the DeMotte Historical Society.

Cynthia is working with a student volunteer from Cooperative School Services who reads to some of the Oak Grove residents under Cynthia's tutelage. The residents enjoy her visits so much that the group has grown from about 4 to 18. Cynthia herself reads to residents and her audience has jumped similarly.

Free monthly blood pressure/blood sugar testing at the DeMotte library now also includes free massages offered by a person sent by a local chiropractor! A volunteer to teach seniors computer/Internet skills has also been discovered.

DeMotte's tutoring program has ballooned. 44 children have been paired with 17 teen tutors. Another 20 children are waiting to be matched with tutors.

Patty has been working closely with the Learning Network this month helping to flesh out the network's program offerings for early 2005. She has been asked to become vice-president of the Learning Network next year. She says "this group continues to be one of my favorites to be involved with. What a great group of people, who have the best interests of Jasper and Newton Counties in mind." Yesterday I attended a Collaboration Workshop in Indianapolis (free). They were talking about the importance of just the kind of collaboration with which Patty is involved—how much can be done in collaboration with a group that has some of the same goals as JCPL!

The Jasper Foundation has asked Patty to serve on the CAPE Core Team as they begin a new CAPE initiative. They have until April 2005 to write a grant that would benefit Jasper & Newton Counties in a big way and address important educational issues facing both counties. With Patty involved in this, the library is positioned to receive money to advance those goals of ours which correspond to the CAPE initiative goals.

Patty and her staff have been fleshing out their Centennial Celebration plans for 2005. I hope to bring you the exciting list of monthly activities she is envisioning.

If you happen to notice a sudden drop in our registration this month, it is because Jen purged 525 patrons from our database. These are former patrons whose cards expired one year ago and who do not have any outstanding debt to the library.

Friends of the Library: What would we do without them? DeMotte's Friends decorated their library for Christmas and were treated to a luncheon by the staff as a thanks for all their efforts. In November they gave several thousand dollars to the library for more books on tape, more large print books, some new signage and a number of other purposes.

The Wheatfield Friends helped the Wheatfield Library purchase a laminator. They decorated the library for Christmas and wrapped enough children's books (81 books collected from donations) to give each child whose name is on the DeMotte Junior Women's angel trees one or two books.

Patty reports that the Rensselaer Friends is going strong. They elected a slate of officers made up entirely of non-staff members. They are taking total responsibility for the Christmas Tree Walk. They held a Coffee Table Book Sale this month, selling some of the library's nicer/newer used books for a higher fee, netting $177. They have a sizeable bank account and have recently purchased several items for the library. Patty is very enthused. A few months ago she thought the group was doomed to die.

There will be a very short meeting on Tuesday, December 28, to approve year-end encumbrances and transfers. You need to decide the time of this board meeting. Typically you have held it at 9:00 AM. Please be ready to let me know if you will be available to attend that day. We need 4 board members for a quorum.

Please contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet.

Director's Report
December 2004

Board of Finance: Each January, the Library Board is required to organize as a "Board of Finance", elect officers, receive an annual investment report and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance.

We recommend that the Accounting Practices for 2004 be adopted for 2005 with one addition (See R 9). There have been a few instances when it was less complicated to have the bank transfer money from one account to another for us, rather than having to write a check and get it signed by the board treasurer. We did this on 2 occasions this year. Even in these cases, Gail makes a paper trail for the transaction. We would like board approval to do this in the rare instances when this makes more sense than going through the check-writing process.

Wheatfield Building Project: Interior walls are being erected and drywalled. EIFS (the stucco-like material above the stone) and stone continue to be applied to the exterior walls of the building. Pipes are being insulated after which ceilings can be installed.

I have approved some changes. We will have an alarm system for our 2 emergency doors which can be controlled from the circulation desk. The original plan required us to run to the emergency door when it was opened and a siren sounded. DeMotte and Rensselaer have alarms that can be shut off from the circulation desk. This also allows us to shut off the alarm when we want groups to go out through those doors. Additional cost: $854.

In an area where we observed very extensive roof run off, we will add 15 ft. of guttering with downspouts connecting to about 65 ft of underground storm line. This will send the water directly into the drainage swale which empties into a retention pond. This will prevent the washing out of landscaping and keep water from pooling in the area that is a staff outdoor patio. Cost: $1438.

I also approved an exhaust fan for the staff lounge at a cost of $538. Lunchtime cooking smells at Rensselaer are often quite noticeable in public areas of the library. We would like to avoid that.

With all these change orders, we will still have $155,700 in the construction contingency fund.

We have many chairs at the Wheatfield Library that must be reupholstered for use in the new library. Diana has sent 2 of them to Marge's Upholstery to make sure she does the kind of reupholstering job we expect. After we receive these 2 chairs, we will begin giving her the rest of the chairs, a few at a time, so they are ready for the new building when the building is ready for them.

Diana reports that staff receive comments daily about the new building—how nice it looks, how big it is, etc. The community is excited, and so are the construction workers who think it will be really superb.

It is hard, at this point, to give you a good idea of what is happening from pictures. Would you be interested in a guided tour? I could set up 2 or 3 dates, so that everyone's schedules could be accommodated. Maybe Saturday morning and a 3:30 pm weekday time which would get us in the building just as the workers are leaving for the day. It is not a good idea to be in the building when the construction is in progress.

Insurance: The board previously approved allowing AFLAC to offer our employees Cancer, Accident, Intensive Care and Hospital Indemnity Insurance. The insurance is totally at the employee's expense but is paid through payroll deductions. We would like board approval of AFLAC's Long Term Care, Dental, and Personal Recovery Plus Insurance. Any employee is eligible for this insurance, even if they are not eligible for the library's group health insurance. **If you approve the Consent Agenda and Consent Agenda Items as listed on the agenda, you will approve allowing employees to take any of the 3 additional AFLAC offerings.**

In December, the company who offers **Directors and Officers Liability Insurance** to ILF libraries notified us that we have too many employees and volunteers to be eligible for the wonderful rate we have received in the past. In past years, they ignored the restrictions on employees and volunteers. They have been told they must adhere strictly to the rules this year. We have, therefore, applied to get

insurance from them at an increased rate. We are waiting to hear from them. Since our policy is a January to January policy, I am anxious to get this resolved quickly.

Salary Ordinance: The 2005 Salary Ordinance reflects a 4% increase in the salary of all employees eligible for a full increase. Some new employees (or employees recently given new positions) will get no increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 2% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda and Consent Agenda Items as listed on the agenda, you will approve the 2005 Salary Ordinance.** We will bring the Salary Ordinance for your inspection at the board meeting. We don't have it ready for you yet.

Policies for review: Since our new committees are not yet in place, no policies were reviewed this month.

Technology: We are still waiting for Comcast to do a site survey at DeMotte. It appears we will be able to connect our 3 buildings to the Internet at much lower cost than at present.

DeMotte Carpeting Project: We are still waiting to hear when the new carpeting will be installed. Present projections are for the end of January.

Continuing Education: December is traditionally a month in which few workshops are held and few library programs take place. Nevertheless, Jill Tachtiris, DeMotte Reference Specialist, attended INCOLSA's Legal Sources workshop while Kathryn Weed, Rensselaer Reference Librarian, attended an LSTA Digitization Grant Workshop. This workshop gave an overview of what the new digitization grants will cover and explained the application process. We are interested in the digitization (translating paper documents into computer-readable documents) of our General Milroy documents. Diana took an online class on evaluating websites.

Rensselaer: Patty was elected President of the Remington Library Board this month. She has been working on the CAPE grant proposal with the Jasper Foundation. She created a student survey which will be used by the CAPE committee to determine student needs in the area of education in our community. Survey results will help the committee focus its energies on developing programs needed by our community with the hope of receiving CAPE grant money to fund the programs.

Patty reports that a new Graphic Novel display rack was added in the YA room this month. She also notes that a Purdue professor visited to research General Milroy. He was very impressed with our Milroy collection and with Glenda's knowledge of the General. He was so appreciative of the help she gave him that he offered to do a program for us about Milroy. Patty hopes to pursue that idea later this year.

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Director's Report
January 2005

Wheatfield Building Project: Interior walls are drywalled and painting has begun. EIFS (the stucco-like material above the stone) and stone continue to be applied to the exterior walls of the building. The project is still ahead of schedule.

I have approved two changes. I approved changes in the furniture contract that will deduct $1,642.50 from the cost of the furnishings. I also approved an additional charge of a little over $2,000 for 4 wall cabinets in the workroom which were planned for the room, but omitted from the drawings. Thus the contractor did not include them in his bid.

With all these change orders, we will still have about $153,500 in the construction contingency fund and $16,412 (instead of $14,770) in the furniture contingency fund.

We were pleased with the reupholstering of the "test" chairs at the Wheatfield Library. We are sending out the remainder of the chairs needing reupholstering, a few at a time. Since our reupholsterer has no other jobs at this moment, she gives us a fast turn around time. For a while, the Wheatfield Library will have an unusual color scheme with reupholstered chairs looking out of place, but at least they will be ready when we move!

Insurance: Our **Directors and Officers Liability Insurance** is costing us $1875 this year. Last year's cost was $1625. For this, you have $2 million in liability for each loss and for each year. This covers board members (and spouses if spouses are sued solely because they are spouses of board members), staff and volunteers. It does not cover wrongdoing when the insured *knew* it was an illegal act. An added feature which I value is outside director's insurance. If I (or you) am sued as a member of a governing board of an outside organization and I am serving because of my role at JCPL, our insurance will cover any expenses above what the insurance of the other organization will cover. That would be extra protection while I serve as president of INCOLSA (my term expires in July☺).

Collection Agency: Since November 1998, we have paid Unique Management Services, Inc. to collect materials and fines from our patrons whose fines + collection fee equal $25 or more. In that time, they report, they have processed 937 JCPL accounts for collection. Of that number, 688 or 73.43% of patrons processed responded by fully or partially settling their accounts. We have recovered $20,538 in materials, $15,976 in cash for a total of $36,514. Unique Management reports that they have given us a return of $3.63 for each $1.00 invested. They also note that "we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required."

Digitization Grant: The Digitization Committee is working hard to meet the March 1 deadline for the grant proposal. We will apply to purchase a server on which the digital images and the accompanying text data will reside and to purchase the software necessary to allow us to catalog and allow searching of the images and data. We will pay Indiana University (probably) to scan each document into a digital format so that a computer can read it. We plan to advertise the website extensively through journal and news articles, listservs and any other means we can think of.

We will need the board president's signature on the grant before we submit it. I would like the board to approve our application for this grant without seeing the actual application, allowing the president to sign it later in February when it is ready for submittal. ***If you approve the Consent Agenda items as listed, you will approve our application for this grant and your president's signature on the grant.***

Library Statistics: We would like to eliminate the "hours spent" columns on R5 and R 6, the Monthly Library Use Report. We tried to create a reasonable formula to judge the hours spent on each different activity. The programming hours are particularly difficult to apply a formula to. I have little confidence in the hours actually noted for programs.

It takes no additional time to figure hours. Once I created the spreadsheet several years ago, the hours are calculated as soon as I enter the number of uses tallied for each activity. We just feel the hour totals are too inaccurate to show you anything definitive, except as they let you compare hours between this year and last year and to give you an idea of which activities are most time-intensive. No other library that we know of tallies hours spent.

The decision is yours. If you would like us to continue to tally hours spent, we will work to adjust the way we tally hours, to find a more accurate method. If you do not care about the hours statistics, we can eliminate them.

Technology: Sheila's plate is overflowing this month. She is getting quotes from various vendors for the server for the Milroy grant. She is also getting quotes on the cabling for the Wheatfield Library. The time for installing the cabling came much sooner than we expected. She is also trying to beat a deadline for submitting the next forms to allow us to qualify for e-rate discounts (universal service fund grants) for the year which begins in July 2005. She has many other important tasks which will have to wait until these issues are resolved.

DeMotte Carpeting Project: We closed on Monday, February 7, to begin the carpeting project.

Rensselaer program: As I explained in a recent email, on Sunday, September 18, Peter Fletcher, an acoustical guitarist from Atlanta, will give a concert at the library as part of our centennial celebration. Other libraries who have hosted Mr. Fletcher gave him rave reviews. The Friends will pay his fee. To make the event special, Patty would like to include a wine and cheese reception. She hopes to get both donated. Since the event is for families, she needs to do some checking to see if there is a way to do this safely and legally. We have thought that perhaps the wine and cheese could be served in the meeting room and punch and cookies in the library proper. The question is: IF it is legal to do this, do you have a problem with serving wine at a library event? Only 2 of you responded to my email.

Donation Request Letter: Last month I read the draft of Mike's letter asking for donations from the contractors working on the Wheatfield Building Project. I include a copy with a couple minor revisions. Since this letter would go out with your signature, I think it is appropriate to ask if you are in favor of sending such a letter. I have added that as an action item on the agenda.

> Dear Mr. Doe & ABC Builders,
>
> As the Wheatfield Public Library nears completion, we wish to extend our compliments on a job well done. It has been a mutually rewarding experience to partner with you in building this exciting new addition to the institutions in our county which so capably serve our ever-expanding communities.

Just as you are a part of Jasper County Public Library's presence and success today, we are hoping you will consider a gift to our library and thus strengthen our partnership as you invest in our eye to the future. Please know that any gift you decide to contribute to our Wheatfield Public Library will be gratefully acknowledged in the dedication program of the library, and in press releases and publicity in the future.

We believe this gift will be a venue for ABC Builders to enhance your importance as a prominent business partner to all of Jasper County as you invest in the exciting vision of our future and, thus, the continued growth of our county.

Sincerely,
The Jasper County Public Library Board

Director Job Description: In January, I sent you a memo containing my thoughts on choosing a new director. This topic is on the board agenda for discussion this month. You might want to bring that memo with you.

I included, in the memo, a draft of an updated job description for your consideration. I added a couple "essential functions".

The last parts of the job description—Knowledge, Working Conditions—have been added to all other JCPL job descriptions in the past few years. These include legal requirements (minimum education and certification), and indicate other required abilities. By having these statements in a job description, we lessen the possibility of a lawsuit from an applicant who is deficient or even disabled in ways that would not allow them to do the job as described.

The Director's Job Description must be approved by the Library Board. This will be your first step in selecting a new director.

Retainage for Furnishings Contractor: We have set up a separate Money Market Savings Account for Lee Equipment retainage, rather than combining Lee retainage funds with Gough retainage funds. Retainage is the amount (10%) of each month's bill from the contractor which is placed in a retainage account rather than paid out to the contractor. At the end of the construction project, we pay the contractor the money in that account including any accrued interest.

ILF Conference: The ILF Conference is March 22-24 in Indianapolis. Thursday, March 24, includes an ILTA Trustee Program from 9:00 am – 3:00 pm (*Eastern* Standard Time). Anne-Marie and I will be attending that program. We need to

know by February 20th if any of you wish to attend on that day or any other day of the conference. We will have some staff going down each day. You are welcome to go down with them or to go down the night before to avoid the early morning travel. You should have received the program booklet at your home. Let me know if you did not.

NILBA Dinner: The Wednesday, March 30, NILBA dinner will be held at the Chesapeake Golf Course (or whatever it's official name is) at 6:30 PM. Michael Piper, the new Executive Director of INCOLSA will be the featured speaker. You might want to put this date on your calendar. You will be getting an invitation soon.

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Director's Report
February 2005

Note: If you have not already had me bring your Board Notebook up to date for 2005, please bring it to this board meeting and leave it with me so I can get it ready for the new year!

Rensselaer Annual Report: Jackie Saxon and Patty Stringfellow will present their annual report at this board meeting.

Computer Training Grant: Our LSTA Computer Training Grant Proposal for $3,697 to use our wireless computer lab for training purposes has been approved. You now must approve the contract for the Grant and authorize me to sign it.

Wheatfield Building Project: The new projected date for completion is May 20. When the contractor completes the punch list, we will have shelving and other furniture delivered, close the present library and move to the new building. It is very likely this will occur in late May-early June. Diana and I are working on the logistics of how this move will be accomplished. We recommend hiring professional library movers to pack the books and move the library furnishings. Staff will pack other items. Movers will then set up the old shelving for us and we will unpack and shelve the books ourselves. By using professional movers, we will be closed for a shorter period of time and it will save the backs of our staff. In the next month we will get quotes from movers and make our selection. *We would like your approval to use professional movers for the move.*

Steve Whited, Wheatfield, and Gary Sammons, Lake Village, are licensed appraisers who will appraise the old Wheatfield Library for us.

Some of the metal shelving to be moved to the new building needs to be repainted through an electrostatic painting process. Many of the shelves are slightly scarred along the edges. Some of the shelves are more scratched than others. I will bring samples to you to see what level of "scratching" you are willing to accept in the new building and at what level of scratching you would like the shelves painted. I was given an estimate of $9 per shelf for painting (although I wonder if the cost will actually be somewhat lower.)

Insurance: We have distributed Requests for Proposals for building insurance to MW Insurance, Century Insurance, Consolidated Inc. and Kooy Insurance, with a deadline of March 28, 2:00 PM. There will be time to compare the quotes and have the board vote at the April 11 board meeting. The insurance goes into effect April 16.

Digitization Grant: Preparing this grant proposal was a huge, stressful undertaking involving a number of JCPL staff and personnel at the IU Digital Library Program. We submitted our grant proposal on time, we feel we did it well, and feel we have a very good chance of obtaining the grant. I will have a copy of the grant for each of you at the board meeting.

Library Statistics: We have changed the way we tally hours spent on programs, so that the tally is a fairly accurate estimate of hours spent preparing for and providing programs. We also made a change and an addition to the Monthly Report.

It is important that staff get out into the community to provide programs to those who cannot come to the library to attend them. We will call these staff efforts our "Outreach" efforts. We have divided our outreach efforts into two categories. You will find them at different points in the Monthly Report.

"*Outreach activities*" includes our walking book visits to shut-ins and to individuals in nursing homes. It includes our trips to our Hispanic satellite location in the Assembly of God Church in DeMotte where we leave a collection of Hispanic materials which the minister checks out to patrons for us. Hispanics attend English classes there, so there is a ready audience for the books. It also includes Hispanic home visits where volunteers take books to Hispanic homes. Often these folks do not have transportation to town or they feel uncomfortable coming into the library. We tally the *number of homes* visited, not the items delivered per visit.

"*Outreach programs*" includes programs offered to groups at schools and preschools, at retirement centers, and other locations outside the library. The Program Report will include all programs, within and outside the library, as it has done in the past. The "Outreach Programs" tallies will pull out of those program statistics the programs provided outside the library. The figure is not *added to* the program statistics.

Continuing Education: Four in-house workshops are scheduled for 2005:

- Behind the Scenes of Technical Services
- Reader's Advisory Roundtable
- Reference Interviews
- Computer Security Issues

Staff will be required to attend at least two. If scheduling permits and they are interested, they may attend all four. The library is not closed during these one - two hour sessions.

This month staff attended various off-site workshops including an INCOLSA workshop on Gardening Resources and one on Business Reference Resources. In addition, Sheila continues to train Kris Mays, at Rensselaer, to take over the computer troubleshooting responsibilities there when Amber Pullins resigns next week.

DeMotte: We closed on Monday, February 7, to begin the carpeting project and opened 2 weeks later on March 21. It was a stressful period of time. After carpeting removal had begun, we were told the new carpeting had not yet arrived. No work was done for 2 days. We were sure we would not meet our promised March 21 opening date. It all worked out, however, and we think the results are great. You will be able to see them when you meet at DeMotte for your April board meeting.

We are working on two long-time leak problems at the library—one at the emergency doors in the children's and adult wings of the library, and one a roof leak into the magazine area which we have never managed to identify and correct. Hopefully, this will be the year when we solve these puzzles.

The annual Preschool Open House went well. Five preschools participated and 60 came to investigate the offerings of the different schools.

Rensselaer: The most popular program this month was "Meeting the Human Face of Islam" which attracted a crowd of about 50. The speakers did an excellent job, the audience was mostly friendly, with a couple exceptions, and the discussion was interesting and well-handled. Patty reports that 76 people attended movie related programs in the library this month which indicates that the money spent on our movie licensing agreement was well-spent. Fifty-two individuals received free tax aid from volunteer Bill

Director Job Description: Here is the proposed job ad we have created:

The Jasper County Public Library, located off I-65, approximately half-way between Indianapolis and Chicago, has 50 great, creative employees (25 FTE), 3 beautiful modern buildings in 3 unique communities, and an annual operating budget of $1.6 million to serve our 28,000 residents. Last year we offered 863 programs, with an attendance of more than 15,000. In January 2006, we will need a service-oriented, innovative, enthusiastic Director with strong communication, administrative and leadership abilities to carry forward our mission in the community. An ALA master's degree in library or information science and at least 3 years supervisory experience is required. Minimum salary: $45,000 plus benefits. For a complete job description, see our webpage: www.jasperco.lib.in.us. Closes: July 1, 2005.

What do you think? Should I proceed with advertising using this ad? Where do you want applicants to submit their resumes? To the Board President or to me?

Flower Fund: We use our Flower Fund when we need to cheer employees or board members in the hospital or send flowers for a funeral. Our flower fund is depleted. If you would like to donate $5.00 for this fund, we would appreciate it.

NILBA Dinner: The Wednesday, March 30, NILBA dinner will be held at the Chesapeake Run Golf Course at North Judson at 6:30 PM. Michael Piper, the new Executive Director of INCOLSA will be the featured speaker. I hope several of you can go with me to this dinner. Especially since it is close to home!

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Director's Report
March 2005

DeMotte Annual Report: Rebecca Gibson will present her annual report at this board meeting. Charlotte Fagen is with her daughter in North Carolina who is expecting a baby this week. She will present her part of the annual report at the May board meeting.

Wheatfield Building Project: **Movers:** We are hiring Hallett Movers to pack and move our library. They are a well-regarded library mover with the proper equipment, the insurance and the licensing to do the work. They were one of four library moving firms we invited to give us a proposal and the only one who submitted a proposal. We are satisfied that their price of $13,747 is a good, fair price.

We plan to close the Wheatfield Library on or about May 18. The movers will pack books and magazines as we asked, letting us pack the audio & video collections, contents of desks, cabinets and closets. We had said we would unpack and shelve the books, but they prefer to do that, using their very organized and precise labeling system and getting the work done much more quickly than we could. They will work with Diana and her staff before the move to determine exactly where she wants the collections.

They will move everything except live plants from one building to the other. They will reassemble the *reused* shelving which we will then have electrostatically painted while the Lee Company, our furniture contractor, assembles the *new* shelving. Then Hallett Movers will unpack and shelve all the books.

I will have a copy of their proposal (and, hopefully, the contract) at the board meeting, should you wish to look at it.

Building appraisal: We have had difficulty finding a second appraiser for the old Wheatfield Library. Gary Sammons, who previously agreed to be the second appraiser, backed out. There is a question about whether our appraisers must be

state certified or just "licensed". Some are "licensed" through their real estate broker license. I hope to have that problem sorted out by the time of the board meeting.

If you sell to the town or the church (or any other nonprofit organization) you do not have to have appraisals at all. So it would not matter if we got an appraisal from someone not state certified. If those prospects lose interest, however, then you might have to pay a state certified appraiser to do another appraisal. We might as well do it correctly the first time.

Sale of furnishings: You need to determine how you would like to sell the furnishings in the Wheatfield Library which will not be reused in the new building. You have several choices. You could wait until the building sells, and, at this point, that is what I recommend. At that point you know who is buying the building and whether it is someone to whom you would like to donate some of the furnishings (which you can do if the *town* buys the building). If you know you do not want to include any furnishings in the sale of the building, you could have the sale any time after we move.

You have several options:
1. Give all furnishings to the Friends of the Library and let them do what they want with them, as long as all proceeds go to the library.
2. Hire an auctioneer to advertise and hold an auction.
3. Advertise and hold a public sale
4. Advertise and sell by sealed bids

When we moved from the old Wheatfield Library, we held an auction. This time we have many more items for sale. We will not take the meeting room tables or chairs, several desks, miscellaneous shelving sections, a credenza and hutch in the librarian's office, a newspaper rack, 1 display case, etc. A few of these items may have been tagged by DeMotte or Rensselaer for re-use, but not many. We have a number of obsolete computers to sell. Staff like the idea of selling them with the Wheatfield items.

You can decide at board meeting how you want to dispose of these or you can discuss and make a decision at a future meeting.

Furniture orders: If you remember, the bid for the furniture came in about $4000 more than we had budgeted for furniture and furniture contingency. We said we would wait until closer to the end of the project to decide if we needed to cut some of

the furnishings from the plan. We actually made some changes in furnishings which saved us about $1600. Now, near the end of the project, we have had no more change orders and still have about $150,000 in contingency money available. I have authorized the Lee Company to order all the furniture in our original specifications. There are other items which we will purchase ourselves, using contingency money. Our architects advised that we could purchase some items (wastebaskets, stepstools, meeting room under-the-counter refrigerator, bookdrop carts, etc.) cheaper than if a contractor purchased them for us. We will be doing that in the next month.

Capital Projects Fund Proposal (R 15, p. 1-7): I waited almost too long to write our Capital Projects Fund Proposal for this year. The 2 ½ weeks I had to spend in Arizona during January and March did not help. The proposal I have written asks that $45,000 of the total we can receive each year be used for technology upgrades (replacing computers and software, etc.). The rest I propose to put toward "future allocations". I have indicated that sometime in the future we expect to address DeMotte's parking problem and the possibility of moving the main entrance to the east side of the building. I indicated that we might have to make changes in the future to accommodate growth in the community.

I estimated the assessed valuation for each of the 3 years very high, to maximize the dollars we could get. We will actually get quite a bit less in property tax revenue each year, because assessed valuation will most likely be less and the state is not allowing us to get the full .0133 cents tax rate which the law allows. You can't get more than you ask for, so asking for more than is possible is the best strategy.

At the April board meeting, you will need to approve advertising the proposal. At the May meeting, you will pass a resolution approving the proposal and we will send it immediately to the County Council for their approval. It must be in their hands by May 14. Our meeting is May 9. It will work.

Continuing Education: The library will be closed until 2 PM on Friday, April 22, for a Staff Development Day. We will have a representative from Barnes and Noble talk about effective marketing practices, an occupational therapist from Jasper County Hospital talk about ergonomic workstations, and a panel of Hispanics help us understand the needs of Hispanics in our community.

This month a number of staff attended the annual ILF conference. In general, they felt their time was profitable. Several also attended a book repair workshop to update their skills. Jen and Sheila returned from their Computers in Libraries conference bursting with ideas they wanted to research and implement (when time is available). Two employees attended a workshop on Business Resources.

DeMotte: A program on early childhood learning development, held for parents while their children attended a storyhour, was well attended. So far the fix on the roof leak in the magazine area seems to be working. We are waiting for a driving rain to really give it the test. Soon we will work on a fix for the emergency doors which appear to leak when we have driving rains. Police reports have been filed on some vandalism which appears to have been caused by GED students, and the instructor has talked to her students. We hope the problem is resolved.

Technical Services: The index for the Jasper County 1900 census is now on the genealogy portion of our website due to the work of Glenda Brown and Jen Evers.

Jen reports that we are trying out book downloads from NetLibrary Audio, a subscription service we pay for. The books download to an audio device furnished by NetLibrary. This is an experiment.

System Administration: Comcast has been installed at DeMotte to replace our wireless network. However, it was not configured the way it needs to be for smooth, secure operation. We are not happy with the way our technology consultants have handled the problem. We have had to disable other software and put other issues on hold as we work through this very critical problem.

Rensselaer: Patty reports that the new sled base bench, purchased for us by the Friends, is in regular use in its location across from the circulation desk.

Patty is working to develop a marketing plan to encourage more library use by St. Joseph's College students. She has persuaded the college to put a link to our library website on their own website. Staff are creating a marketing brochure to be placed in the campus library. Staff will sit outside the college lunch room one day later this month, to register students onsite for library cards. It is the wrong time of the year, but it will be a trial run to get the kinks worked out of the system. If it is successful, staff will return each fall to do this.

Carpeting will be installed at Rensselaer later this year. Patty plans to begin working on the project in April, with installation to take place in November.

Director Evaluation: Next month is the month that you evaluate my performance. At the April meeting, I will give you the forms and a mailing envelope so you can mail them back to Mari Anne who is chair of the Evaluation Committee. She will do her magic. At the May meeting, you will have an executive session to discuss the compiled results and then discuss the evaluation with me. Alas, it will be the last evaluation you provide me with!

Please contact me if you are unable to attend the April board meeting at DeMotte or if you have any questions about material in your packet.

Director's Report
April 2005

DeMotte Annual Report—Youth Services: Charlotte Fagen will present her annual report on DeMotte Youth Services.

Digitization Grant: We were one of only 4 Indiana public libraries awarded an LSTA Digitization Grant. The other 8 grants were awarded to university or special libraries. Our grant is for the sum of $24,993 and will allow us to put our General Milroy documents on our website so that they can be viewed by all. Volunteers have been working with staff for several years "translating" handwritten documents into computer readable documents. When the project is complete, anyone with Internet access will be able to see a photo of the actual document and a typed "translation" of it. We will be working with IU's Digital Library Program which will do the scanning for us.

In the justification for awarding us this grant, the evaluation committee comments:

> The budget is reasonable and includes significant cost share. The proposal is clear about who is doing what and how the costs were calculated. The project is requesting funding for CONTENTdm but they are contributing a server and associated furniture and shelving totaling $12,733.....
>
> CONTENTdm will cost $8,300 plus $120 for training, so they have more than matched this cost.....
>
> This collection is clearly a significant Civil War resource and a priority to the Jasper County Public Library. They have invested their own money for years in making it accessible to users and to preserving it. I like that aspect of the project very much. They have cared about it enough to invest in it.
>
> Preliminary Funding Recommendation: Excellent: Recommended for funding

If you approve the Consent Agenda, you will approve the contract (or you can pull it out and discuss and vote on it separately). I will have a copy of it at the board meeting, but it will look just like other LSTA contracts!

Wheatfield Building Project: Construction will be complete next week. Following completion of a punch list, the furnishings will be installed, the old Wheatfield Library will be closed and the contents packed and readied for the move. A.R.C. Electro Refinishers, Inc. of Bellwood, IL will refinish all bookshelves, a file cabinet, 5 book trucks and 3 stools for $6,721. While they are in the area, they will also repaint the DeMotte bathroom stalls for $900 and the Rensselaer bathroom stalls for $800. Next Friday, the 13th, Diana and I and a camcorder will accompany the contractors on a walk through the building to learn how to control heat, lights, irrigation, automatic door openers, etc.

Building appraisal: Steve Whited and Wally Bucher should have an appraised price for the Wheatfield Library by the time of the board meeting. Don Gear requested that we give him an idea of the building cost, so that will work well.

Capital Projects Fund Proposal:

At the May meeting, you will pass a resolution approving the proposal and we will send it immediately to the County Council for their approval. If you do not have your CPF Fund Proposal with you from last month's meeting (R 15, p. 1-7), I will have a few extra copies, in case we have anyone at our hearing. I will meet with the Council at their June 1 meeting and hope to have at least one board member with me to lend support and prestige!

Continuing Education:

I would like permission to send Technical Services Librarian Jen Evers to TLC's national User's Group meeting in Baltimore on September 12 and 13. TLC is the company providing the library automation system we use. This user's group meeting should be invaluable to us in letting us know what is in the works for our automation system, letting us explain our needs and problems to TLC staff, and networking with other TLC libraries. Registration is $100. Room rates are about $149 per night in the conference hotel. Airline cost should be around $200 or less. We have money to cover this in our Professional Meetings budget.

I have included for your information the staff evaluation of our Staff Development Day Workshop held April 22 (R 13). It was a successful day.

Patty reports "[I] attended my 3rd Budget Workshop at the State Library, and found myself 'zoning out' during certain parts of the presentation, which tells me I have mastered some of the info – finally!- but there are other parts that had my undivided attention". Patty also graduated from the 2004-2005 LEAD IN (Leadership Indiana) class this month and presented her plans for marketing our library to St. Joseph's College. Classmates were complimentary of our new marketing brochure and marketing plans. LEAD IN targets potential library leaders in the state, selects 30 and takes them through an intensive series of workshops to improve their leadership skills.

Rebecca reports that Jill created DeMotte's Spring reference quiz which helps staff become more skilled at using their reference tools, while Kim provided a refresher on good Reader's Advisory tools at their monthly staff meeting. Reader's Advisory is the service we provide that helps patrons find "good books" to read.

Jen reports that she attended the first session of Management Institute with Patty and Diana. "I cannot tell you enough how enjoyable and revitalizing this session was." Patty said that "Reinventing Libraries – Purpose, Patrons, People and Processes got us really thinking about the things we do at JCPL and the things we should consider doing. Michael Stevens is so energizing! He is passionate about our being patron driven while keeping an eye on Technology. He made the point over and over that it's all about the patron and keeping them satisfied. Users first! I agree!"

DeMotte: DeMotte staff set up a table at DeMotte Elementary's kindgergarten registration, handing out library applications/flyers and booklists, and answering questions.

The magazine area leak appears to be resolved. We have had at least one good rain since the work was done and there are no ceiling tile stains. The emergency door concrete approaches were also restructured. We have had leaks in those areas since the building was completed. Hopefully, driving rains will no longer send water into the building at those points.

GED classes: We have had problems with the GED students on and off for years. This year has been especially bad, with GED students cursing staff, being 'mouthy' with the lawn care crew, smoking in the stairwell and elevator, ringing doorbells to tease staff. We have suspected them of various acts of vandalism. Most recently someone chipped away at the brick at the base of one of the pillars near the steps,

and moved and broke one or two landscape blocks. Someone also used a stone to knock out the cover over the light above the staff entrance. The worst act of vandalism was the keying of a staff member's new Mustang. We have that act on tape, but the video is so poor that we cannot identify the person for certain. The GED instructor has admonished her students. The person suspected of perpetrating some of the worst of the vandalism has left the program.

Rebecca and her staff would like us to end the agreement to house the GED classes at the DeMotte library. What is your opinion?

Rensselaer: Staff gave a Royal Neighbors organization a tour of the building and explained our services to the group. Kathryn presented a program "What's New at the Library for Artists" at a meeting of the Jasper County Art League, and Glenda gave a presentation about local history materials available in our Genealogy Department to a group of young adults.

We held two poetry related programs at the library during April, National Poetry Month. Poet Philip Deaver (St. Joe alum) read poems from his book How Men Pray and explained how he gets his ideas. The Prairie Writers Guild held an open read in the library (not in the meeting room!) and invited poets to read original poetry. They really enjoyed being in the library. We thought it was a great place to hold such a program – among the books.

System Administration: Sheila has had far more on her plate this month than one person could ever handle. She has been ordering equipment for Wheatfield's new library and for the wireless computer lab. She has been working with Chester's to determine the set up details. She has been working with a myriad of problems that came with DeMotte's switch to cable Internet. She has been working with the design of Wheatfield's DSL Internet connection. In addition, she has had to deal with many other computer problems.

Universal computer workstations: Everything we read indicates that the public (especially younger people) likes to multi-task. They are adept at doing several things at once (think about your children who study while they watch tv). Library users nowadays want to be able to write a paper, interrupt themselves to search the Internet or check our on-line databases and, perhaps, check the library's catalog for a particular title. They don't want to move to different computers to do each of these tasks. Our long range plan says we will assess patron technology needs. Our Long

Range Technology Plan says more specifically that we will evaluate patron PCs for multitask or universal usage.

The staff at all our libraries would like to move in the direction of universal workstations. The opening of the new Wheatfield Library seemed to us the ideal time to experiment with them. Except for 2 workstations that will be equipped only as OPACs (online catalogs of our holdings), one in the computer "lab" that has only Microsoft Office products available, and the Gates machine which is set up differently than the rest, we propose to multitask all other computers. This means that patrons can sit down at the multitask machines (without first checking in at the desk) and look at our online databases or our online catalog, type a resume, or surf the Internet. This is the way patrons would like to use a library. It is also ideal for staff who do not have to worry about sign-in sheets, checking out mouse-balls or removing protection to allow patron access to the machine. We would like to see how it might work.

This goes against some of our policies, so I need your permission to try this for 6 months to see if it works well—or to adjust the procedure in some way if problems arise. The attached memo entitled "Universal Service Computer Workstations at Wheatfield" indicate the problems and our reasons for believing the problems are really negligible. (R 11) This issue is a voting item on the May agenda.

Director activities: This month we have received proposals for the electrostatic painting, for the move, and for a new phone system for the 3 libraries. I have been working with the appraisers. The phone system had to be rushed through, since Wheatfield will need to open with the new phone system. Their previous system was a 3 phone, 2 line system similar to what one could purchase for a home. Perhaps by Monday I will be able to announce the company with whom we will contract.

Director search: I have received several resumes in answer to our advertisements. None are stellar, except Patty's resume! A few applicants obviously do not have the education or experience required. I would like to bring resumes to a board committee (or the board as a whole) as I get them, with my recommendation for each on whether to respond with a kind letter of rejection or whether to proceed with a phone interview. I would also like guidance concerning whether you want me to do a preliminary phone interview or devise questions for a board member to do this or just leave it to you to take it from that point. I also need guidance on who should sign rejection letters if you wish to proceed in that direction. On Monday, I will

bring the resumes with me to the meeting, with my recommendations. I am hoping you will give me the guidance I need.

Director Evaluation: This month is the month that you evaluate my performance. You will have an executive session to discuss the committee's recommendation and then discuss the evaluation with me. Alas, it will be the last evaluation you provide me with!

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
May 2005

Policies for Review: This month, the Audio-Visual Equipment Use Policy, the Video/DVD Policy, and the Internet Acceptable Use Policy are up for review. The Policy Committee has determined that no changes are needed, except that the Audio-Visual Equipment Use Policy will carry a statement that the LCD Projector is covered by a separate policy and not by the AV Equipment Use Policy. *If you accept the items in the Consent Agenda, you will be voting to leave these policies as written.*

Wheatfield Building Project: Contractors are resolving various small problems around the building – a lock that does not work the way we need it to, a compressor with problems, topsoil washed out when an irrigation pipe broke, etc.

All "old" metal furniture which we decided to reuse has been repainted. By the time you read this, most books will be on the shelves in the new building. Everything to be reused should have been moved from the old building to the new. The remainder of the new furniture should arrive this week.

The computer network (LAN), the wireless LAN, and the phone system are being installed this week and next. The mobile wireless computer lab is in working order. We are preparing to market this new service, even as we work out our policies and procedures for its use. Sheila has put in an incredible number of hours—and some sleepless nights—preparing for all of this.

Diana and her hard-working staff have packed up everything but books and magazines and look forward to organizing it in its new location. The movers will move the remaining items beginning Wednesday.

In addition to preparing for the move, Diana and staff have been interviewing to fill the new clerk positions that were planned for the new building. They were delighted with the high quality applicants. They hope to have a week to train the new employees before the library opens.

Wheatfield Water Softener: We had Fase (DeMotte) and Osby (Hebron) test the water. Iron count was 2.0. Hardness was 21 GPG. A water softener was definitely indicated. (We knew this because toilet bowls stained quickly.) Fase offered a

softener for $3,000 total cost, including 400 # of salt, a 5 year warranty on parts and labor and a lifetime warranty on salt tank and reservoir tanks. Osby offered a non-electric Kinetico softener, 20" prefilter and 100 # of salt for $1995, with a 10 year warranty on parts, tanks, media and a 1 year warranty on labor. We have had considerable problems with our Fase installation at the DeMotte library. Osby has installed the water softeners at the Wheatfield Post Office, a Wheatfield restaurant and several homes as well as the softeners for several DeMotte building contractors. They have been in business a very long time and have a good reputation. We decided to install the Osby Kinetico softener.

Wheatfield Art Project: Tuesday, June 14, we will have an "open house" at the library for artists interested in submitting art for the Wheatfield Art Project. You are, of course, welcome to attend that open house. I am enclosing a copy of the brochure which the Prairie Arts Council sent out advertising our project. Our two judges will be Bill Caddell, director of the Frankfort/Clinton County Public Library, and Gregg Hertzlieb, of the Brower Museum of Art at Valparaiso University. I would like the board to appoint a board member to sit as the third judge on that panel to represent the library's interests. The judges will be judging the preliminary entries on Thursday, July 28, 9 AM and Friday, August 26, 9 AM at the Carnegie Center.

Mike and I decided it is time for the Board to see the new library. ***The June Board Meeting will be held in the new library—somewhere.*** It will be in the meeting room if tables and chairs are available.

Capital Projects Fund Proposal: We are on the agenda of the Tuesday, June 21, County Council meeting to present our Capital Projects Fund proposal. Since the Council has several new members, I would like to send them a little extra background on our Capital Projects Fund, so they understand what they are doing. I have not drafted that document yet. If one or more board members would be willing to attend the Council meeting with me, I would appreciate it.

Summer Reading Program: May is marketing month for the summer reading program. Youth Services staff at all 3 libraries spoke to students in our school systems and preschools, attempting to entice them to participate in summer reading programs designed for the different age groups. In addition they created and distributed brochures, flyers and posters. May is a very hectic time for them.

DeMotte: DeMotte made a major shift in their periodical storage policy. In order to make more room for their expanding audiobook collection (books on tape and on

cd), they are downsizing the periodical storage, keeping only 2 years of many magazines. They will continue to keep 5 years' back issues of cooking and craft magazines because these circulate well. They will keep American Heritage magazine forever. National Geographic, which they have kept "forever" in the past, will be cut to two years, since Rensselaer has a long run of the magazine. Now that periodicals are available online, patrons would rather print out an article they need, rather than finding a hard copy of the magazine on the shelf. Back issues do not circulate well.

We are attempting to resolve the DeMotte boiler issues. Precision Controls as well as the others who have worked on the project have all recommended that some of the piping be repitched. We are getting an estimate on the cost. We are also having the boiler installation inspected by a company that works on this brand of boiler to determine if everything is correctly set. Design-Aire Consultants who worked with us on obtaining a PFEEP loan and on the redesign of the system for optimum efficiency believes we are not showing the kind of savings we should have. They want to know why and they want to help us achieve those savings. We, on the other hand, want to eliminate the "explosions" which occur from time to time, which may be the cause of the cracking of the heat exchanger in one boiler that we experienced in 2004. Improperly pitched piping is a possible cause of these explosions.

A cause for joy is the fact that after the torrential rains of Sunday, the ceiling tiles over the magazine area remained dry! We have had problems with that area for years and the cause was never pinpointed until now. Andy Andree finally determined that the 5 ft high attic vent above the magazine area is loose. He braced the vent to stop the wobble and applied new sealant. The problem has gone.

A second long-term problem was water than came in at the emergency exits on the south side after a driving rain. This year Rebecca had the stoops removed and repoured to drain quickly away from the building. New sealant around windows was also applied. She still reports about 1" of damp carpet at the doorways, but this is much better than the 2' of damp carpet that used to occur periodically.

Rensselaer: We presented two high-attendance programs recently. An afternoon Armchair Travel Program on Australia and New Zealand, presented by Barbara and Jack Baer, had an audience of 43 persons. Sharon presented a book review at Trinity United Methodist Church's spring breakfast. 107 ladies attended.

Kathryn attended a CDC awards presentation and awarded coffee mugs to 17 CDC clients who are library volunteers.

Recarpeting project: Patty and staff are obtaining pricing for their recarpeting project later this year. We appropriated $141,000 in the 2005 budget from LIRF, but expect the carpeting project to be somewhere around $90,000. We also budgeted $6,624 from LIRF for furniture. Rensselaer needs extra storage for their books on cd and for behind the desk (in the workroom) cd storage. I know you already approved the budget, but since this is the Library Improvement Reserve Fund, I would feel better asking you to specifically approve spending approximately $90,000 for recarpeting the Rensselaer Library and $6,624 for new storage furniture for the library.

System Administration: While Wheatfield has consumed a great amount of Sheila's time this month, she still must administer our various LSTA grants. She reports we didn't spend all our mobile wireless lab grant funds since prices decreased between the grant application and the equipment purchase. This first grant was (mainly) for the wireless access point and the specially outfitted trunk in which we keep and move the wireless lab. We had to purchase the laptops with our own funds.

The second grant was (basically) for a printer and an LCD projector so an instructor could use the lab for class. The 2nd LSTA grant purchases also came in under budget. However, in the second instance, she was able to get permission from the State Library to add additional expenses we incurred for the mobile wireless lab—items not eligible for payment under the first grant, but acceptable under the second grant. So the second grant reimbursed us for 10 mice for the laptops and 9 Ghost licenses and software. (Ghost is the product allowing Sheila to set up one computer the way she wants it, then copy that set-up to all the other computers she wants set up the same way. So every computer has the same security, controls and software installed in much less time than if she had to set up each computer individually.)

Phone system: In the last couple weeks we learned that Comdial, the company that manufacturers our new phone system, has filed for reorganization under Chapter 11 of the bankruptcy code. A new investor group, led by a major investor in Comdial, has entered into an agreement to acquire the business. I talked to the people at All-Source, the vendor who is selling us the phone system. They indicate this is a reorganization that will not negatively affect Comdial and its ability to serve us and upgrade equipment when necessary.

On another topic, the Sunday, June 5, storms hit our phone system in Rensselaer, knocking out the programming on the system but not the phones. One modem was fried and has been replaced.

Director Search: The open period for receiving applications ends July 1. At that time, you need to decide who you wish to interview for the Director position. I am including in your packet the 3 applications that appear to meet the requirements of the job description. I would like you to decide at this board meeting how you wish to proceed. Do you want to interview any of these candidates personally? Will all of you interview the candidates as a group or do you want to appoint 2 or 3 to do the interviews? Do you want to do a telephone interview with any? Who will do these? If we receive any other good applications, I will send them to you.

I have also included a list of suggested interview questions which may help you get the answers that will help you make a wise decision. I think you can have this discussion without revealing personal information about the candidates in front of persons who are not board members. That discussion will have to take place in an executive session.

Please contact me if you are unable to attend the June board meeting or if you have any questions about material in your packet.

Director's Report
June 2005

Wheatfield Building Project:

Last year at this time, I reported to you that we had our "Preconstruction Meeting" with the contractors we selected, with our architects and our Owner's Rep. Site work was to begin the next week. This year, I can report that the library is up and running. The Periodical Room is now open for use. End panels have arrived but have not yet been installed (as of today). The computers saw more Internet uses in 5 days than they saw in any entire month previously this year. Staff has reserved one computer exclusively for adults, so there is always a computer available for an adult. They are considering whether they need to put time limits on the other computers. With 9 computers that have Internet accessibility, they had hoped not to need to do this.

A part of me says it is not good for children to spend so much time playing computer games—and many are doing this. Another part says that we tell parents that we cannot control what their children read—this is their responsibility. So, shouldn't we take the same approach with their other activities in the library? If we have the children in the library, we have a better chance of interesting them in other offerings of the library.

We still have some unresolved problems—the building is too humid. We believe this is because of the energy recovery unit (ERU) which brings in outside air and mixes it with the air leaving the building, so that fresh air is always present. The HVAC contractor says that usually ERUs are set so they do not function when temperatures are over 87 or below 44. Ours must function all the time because the toilet areas vent into the ductwork and through the ERU. They recommend that we vent the toilet areas through the roof and then set the ERU to close when temps are too high or too low to provide economical heating or cooling. I have asked our architects about this. I don't know if it is something we should do on our own, or with direction from the Troyer engineers.

We have heard many comments from delighted library users. (see attached newspaper articles) My favorites from the newspaper article are the comments of children that it is "awesome" and that they will "come here a lot". Second favorite is

the comment of a reporter who said "It is obvious by touring the facility that the planning committee took the needs of everyone into consideration in the designing of the library." Mission accomplished!

Wheatfield Building Sale: We have a bid from the Town of Wheatfield Sewer Department to purchase the building at full appraised value "as is", with a closing within 30 days of acceptance of the offer and possession of the real estate immediately after the closing. (Letter attached) Since we plan to have an auction of remaining library equipment before we give up the building, we will have to begin planning that as soon as the board makes a decision on selling the building.

I had expected a letter from Sorrowful Mother Church, but have heard nothing.

Director Search: We have received no more applications for Director. At the July meeting, you need to decide which candidate(s) you wish to interview.

Policies for Review: The Policy Committee and staff reviewed the Public Relations/Information Policy and the Public Records Policy and found no need for revisions.

Library activities: Summer reading club was the big activity for June. Rensselaer had an average of 134 in attendance each week (110 last year) and DeMotte 94 (same as last year). Wheatfield's Summer Reading Club will be held this month. At Rensselaer and DeMotte, story times were also offered in June and will be held in July at Wheatfield.

An interesting series of summer Young Adult programs attracted teens. Some of the programs at DeMotte (average attendance of 20) were foil craft, foam craft, crazy bingo, and a visit from boxer Gentleman Jimmy Holmes. At Rensselaer they had foil art, game night, movie night, and pizza and bingo, with an average attendance of 11. It is not easy to attract teens to the library!

Three weeks of preschool story hours, with 2 sessions each week, brought 80 DeMotte children to the library, while 4 toddler times brought 30 children and 30 caregivers. At Rensselaer 4 weeks of story hours, with 3 sessions per week, brought 98 children. Two story hours for Headstart children brought an additional 17 children to the library.

DeMotte and Rensselaer libraries each hosted a one-week Scholastic Book Fair. Books sell at a 2 for 1 price. Each library gets $250 worth of books as its reward for hosting the Book Fair. The Book Fairs went well.

Internet filter: We have now had WebBalanced, our Internet filter, installed on all our computers for one year. We have had some occasions when it filtered websites that it should not, and we unfilter those sites when they occur. Only once, that I know of, something appeared on the screen which was very inappropriate. We took care of that problem also.

2006 Budget: We will begin working on the 2005 budget this week, getting figures in place to bring to the board's budget committee late this month. As we have done for several years, we will bring the proposed budget to the Board at the August board meeting, plan for a special board meeting on Monday, August 29, to hold our public hearing on the budget, then approve the budget at the September board meeting.

Rensselaer: Patty notes that the biggest challenge this month was the demand for the Internet stations. They are busy all the time, often with teens wanting to play games. It is great to see the teens in the library. To satisfy demand, staff made one of their workstations an "express" station (15 minute session/no games). This has satisfied the adults who only need to be on a short time.

Summer storms took out half of one of our Memorial Trees. Our yard maintenance contractor wrapped the tree in an effort to help it rally and thrive after the blow. We will see. Two individuals have asked about purchasing trees for the Memorial Tree Park. We are trying to get quotes from Bill Brown. We need to decide when the yard will be "full". We can only hold so many trees. We cannot place Memorial Trees in areas that might become expanded parking lot or building.

I have given Patty permission to serve as President of the Jasper/Newton County Learning Network for the next year. She has served this year as vice president. She will also serve on the Rotary board as the Director of Club Service. This latter responsibility will not take more than an extra hour per month of her work time.

Staff concerns at Rensselaer include hiring a new Youth Services Specialist or Librarian to replace Jackie Saxon. Jackie is leaving to stay home with her young children as one enters ½ day kindergarten in DeMotte and the other enters preschool. Jackie will not be easy to replace. She has forged strong ties with parents and with

schools and area preschools. She has provided a strong array of youth services for children and teens in the Rensselaer area. We will miss her.

DeMotte: Staff concerns at DeMotte include hiring a new Youth Services Specialist or Librarian to replace long-time staff member Charlotte Fagen. In addition, Rebecca will be replacing Youth Services Assistant Mary Herz. Mary, also, is leaving to be home with her young child. Charlotte has served the DeMotte Library for 22 years, first as an assistant, and later in the position we now call the Youth Services Specialist. She has endeared herself to children and other patrons of the DeMotte Library and provided much creative programming for children's and teen services. She also has forged strong ties with the schools and their teachers. She was the person in charge of the library in between agency librarians. It won't be easy to find someone with her many talents.

Nicole Van Schouwen, library assistant, recently contacted local funeral homes, lawyers and financial advisors, encouraging them to make our memorial gift brochure available to their clients.

Wheatfield: Wheatfield staff spent the month packing and unpacking the contents of the Wheatfield Library, organizing supplies and equipment in the new building, reshelving materials to make better use of existing space, and a multitude of other tasks associated with a move.

Technical Services: This month, Tech Services repackaged the CDs, DVDs, hanging bags (children's books which are accompanied by a book on tape) and books on CD, in addition to their normal cataloging.

I seldom highlight the work of this behind-the-scenes department, because, while their tasks are critical to the service the library provides, their tasks are less easy for you to understand. A recap of what they have accomplished thus far this year follows: they completed the nonfiction inventory at all 3 libraries, repackaged 208 Rensselaer CD-ROMs and 182 DeMotte CD-ROMS, 148 Rensselaer hanging bags and 155 Wheatfield hanging bags, 6 Wheatfield books on CD, 925 Wheatfield CDs, and 465 Wheatfield DVDs. They deleted 7473 computer records for items which have been withdrawn from the system and cataloged 5438 items. They process materials extremely efficiently.

System Administrator: Sheila spent 11 days at Wheatfield setting up PC staff workstations and 12 patron PCs, getting networks running (wired and wireless),

configuring 4 network printers and 12 patron PCs with a new patron interface called public web browser.

It has been a trying time for Sheila who worked many extra hours resolving problems. Our mobile wireless lab is now ready to be used. We will advertise it to the public and train staff in its use at the same time. We have written draft policy and procedures and will perfect them as we go. The wireless lab includes a travel chest on wheels which holds the wireless hub and 10 laptops. When the lab is shipped from one library to another for use, a color laser printer will accompany it as well as an lcd projector. It can be used by any group for instructional purposes, but *only* in one of our libraries. We will also provide some computer instruction for the public and for staff using the wireless lab. I am including copies of the brochure and poster.

We have cancelled our Midway wireless service to DeMotte, as the cable service appears to be working well.

Workshop approval: I would like board approval to send Glenda Brown (Rensselaer) and Marlene Beedle (DeMotte) to a preconference to the Midwestern Roots 2005 Family History and Genealogy Conference in Indianapolis in August. This half-day workshop covers genealogy resources libraries and costs $10 per person.

Rensselaer recarpeting project: Patty will bring samples of the tile and carpet which we propose using in the Rensselaer Library. You voted last month on a budget for the project. This will be a time to get your input on their selections.

Sale of Wheatfield Building—Important Update

Today, as I took Ed Dumas the material concerning the offer of the town of Wheatfield, he received a phone call from the KV School Corporation indicating their interest in purchasing the library for their use. He therefore directed both the school corporation and the library to other attorneys, since it would be a conflict of interest for him to work with either of us. He suggested I use the board attorney of one of the nearby libraries so they would have background in library law. I am working with Jim Bozik, of Valparaiso, who has served the Porter County library system for many years. He will advise us on how to handle this situation. I received a call from Glenn Krueger, new superintendent of KV School Corporation expressing the school

board's interest in the property. We will have a walk through on Friday afternoon. They will probably not be able to make an offer Monday night because they have not had a board meeting to discuss and vote on this. I will find out from Jim what we should do about that.

I have completed my year as president of INCOLSA (Indiana Cooperative Library Services Authority). It was a difficult year—partly because of tensions between INCOLSA and the State Library and partly because the Wheatfield Building Project took enormous chunks of my time. I am still on the Executive Committee this year, but only in an ex-officio position, as Past President.

Please contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Director's Report
July 2005

Director Interview: I must apologize. When I told Patty that you wished to interview her at the August meeting, she reminded me that she would be out of state on vacation that week. Her reminder went right out of my mind. So you will need to talk further about whether to wait to interview her at the August 29 meeting or do it sometime in the month between now and then. Another issue which arose is whether or not the board, as a whole, can interview a present employee in executive session. Ed is researching that for you. I will have an answer before Monday night. If you may not legally interview her in executive session, you may then choose to interview her at a board meeting in open session (but, of course, the public almost never comes and Gail and I would have no problem leaving the room). You could, on the other hand, choose to have a committee of 3 or fewer interview her at any time and report back to the board.

I am including in your packet the list of suggested questions and the salary background information.

Wheatfield Building Project:

We still have some unresolved problems—the building is humid—to the extent that some beadboard ceiling in the Periodical Room has warped and condensation drips from pipes and from the air vents during hot days. In the Kids Clubhouse the wallpaper at the top of the wall has bubbled out.

Troyer and Bloomfield, our mechanical contractor, are investigating the problem and determining solutions. Bloomfield will be in the building for the entire day tomorrow (not at our expense).

I have written Troyer a letter indicating that we feel they should be responsible for the cost of repairs to the building and the cost of making the changes, since it was built as designed by them. We notified them June 15 that the building was too humid. They did not get recommendations for changes to us until July 26.

Gough Escrow Funds: Gough has requested that we release their escrow funds. I plan to contact them later this week (on the advice of Ed Dumas) to figure out what is still not as it should be, put a price tag on those items, add a cushion and then ask

you to release only a portion of the escrow. The total escrow is about $131,000, including interest accrued. If you decide you do not want the escrow released until a later date, that is also possible. Gough has been very responsive in taking care of problems quickly. If it is true that the humidity problem is a design problem, then they and their subcontractors have no responsibility for it, but, as Ed pointed out, until the problem is corrected, we may not know if the entire problem was caused by the design.

Non-resident Borrowing Fee: Our fee is presently $58. However, our per capital operating cost for 2004 was almost $60. We must raise the cost of our nonresident fee to at least $60 in order to comply with state requirements. *If you approve the Consent Agenda items, you will approve raising the fee to $60.* If you want to talk about setting a fee higher than that, you will need to ask that the issue be removed from the Consent Agenda.

Wheatfield Building Sale: Both the library and the Town of Wheatfield have signed the contract for the sale of the Wheatfield Library. The title work has been completed. The closing will occur near the end of August. *You will need to authorize a board member to attend the closing and sign the papers as representative for the board.* The auction is scheduled for August 11.

Policies for Review: The Policy Committee recommends no changes in the Bulletin Board Policy. They recommend changing the Art Exhibit Policy to allow exhibits of up to 60 day periods of time. This allows a library to limit exhibits to 30 days, for instance, if they wish. *If you approve the Consent Agenda items, you will approve changing the Art Exhibit Policy to allow for exhibits of less than 60 days.*

Library activities: Because Wheatfield was closed in June, Rachael had to conduct all summer programming during July. Wheatfield's Summer Reading Club had about 50 in attendance at most sessions. Toddler times, Young Adult Programs and story times were all held in July at Wheatfield. Rachael reports that 59 kindergarten to 4th graders completed the reading requirements for the Summer reading club, with 10 5th-12th graders completing the requirements. That is a good number for Wheatfield. At Rensselaer, 170 registered for Summer reading, and 95 completed their requirements. Thirty-seven teens registered and 18 actively participated by reading and attending weekly programs.

Wheatfield had 11 teens at a program featuring a cartoonist.

Phones: Rensselaer's old phone system began needing frequent service calls this month, and we had to choose between purchasing some expensive parts or installing the new phone system a few months early. We chose to install the new phones at both Rensselaer and DeMotte this month. Rebecca (DeMotte) comments: "The new phones are awesome!!! The old phones had been giving us periodic problems and we were replacing handsets, cords, etc. – Kim's blinked at her constantly and the one at the circ desk periodically hung up on people. It's nice to have all of the phones working well…"

Library emergencies: We had to close the DeMotte and Wheatfield libraries because of a power outage at about 4 PM on Tuesday, July 26. We never heard the reason for the outage, but it affected Crown Point, Hobart and Gary in addition to the NIPSCO service areas of DeMotte and Wheatfield and lasted for about 2 hours.

2006 Budget: The Budget Committee met to review the proposed budget for 2006. They will ask the Board to approve advertising the budget as detailed on R 9-R19. The hearing will then be held at 7:00 PM on Monday, August 29. That special board meeting is already listed on your board meeting calendar. This will then allow you to approve the budget at your September 12 board meeting.

Continuing education: Several of our staff attended the Technology Trendspotting Workshop this month and raved about it. The speaker discussed how to spot technology trends and how libraries might make use of some of the current trends to meet the needs of library users.

Emily attended an INCOLSA workshop on marketing, advertising, and programming, and came back with plenty of ideas for publicity and programming.

Sheila attended two workshops on Internet access and an Automation Counterparts meeting, in addition to the Technology Trendspotting Workshop.

Rensselaer: Almost 30 persons responded to the ad for a youth services librarian. Patty and Jackie spent considerable time in interviews. The new Youth Services Librarian, Susan Engelmann, will begin work September 6. She is excited about joining our team, Patty reports, and we are looking forward to her arrival. Susan has a BA in history and political science and 30 graduate hours in history. She will bring more than 10 years of library experience to us. Most of that was in a public library setting, but she also has school, academic and private library experience. She has

supervisory experience and has worked in the areas of youth collection development and program planning. Her references indicate she is excellent at reference work and is very much a people person. She is particularly excited about working with the teens.

DeMotte: As I predicted, DeMotte's circulation statistics are down this month. I think it will take a while for patrons to sort out which library they wish to visit—or maybe they will visit both. Wheatfield is presently a big attraction for many who were accustomed to visiting DeMotte be cause it was the newer, bigger library. The same thing happened when Wheatfield opened their former library in 1986.

Wheatfield: Wheatfield issued 71 new library cards this month! Some of those are replacement cards for cards lost or expired, but it beat their previous record of 47 cards in a month. They issued more cards this month than DeMotte (62) or Rensselaer (70). If you study the statistics, you will see that they had 1226 uses of the Internet, coming close to Rensselaer's 1300 uses. Previously, 305 uses was the most Wheatfield experienced in a month. We feel that having most of the computers available for multi-purposes is a part of the reason for this. They also used the computers far more than we imagined to access Microsoft Word (65 times), Microsoft Access (18 times), Excel (6 times), Powerpoint (16 times) and Publisher (13 times).

System Administrator: Sheila reconfigured 30 PCs for sale at the August 11 auction. That was no small job. In addition, she successfully fought with Sprint for our e-rate reimbursements, installed updated software, resolved a number of network problems and handled other troubleshooting issues.

INCOLSA Board Representative: It is time for the board to appoint an INCOLSA board representative again. I would like you to appoint me, and then, in January, appoint the new director as my replacement. Since I still serve on the INCOLSA Executive Committee (ex-officio) as Past-President, it would look better if I were still the board rep.

Please contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet.

Director's Report
August 2005

Wheatfield Building Project:

The humidity problem has been resolved with the installation of a damper which cuts out about 80% of the fresh air that was previously being sucked into our air handling system. Humidity is now between 40% and 50% at all times. I contacted The Troyer Group to find out how they want to handle the repair of the beadboard ceiling in the periodical area and the bubbled wallpaper in the Kids Club House. I reasserted my belief that because the building was designed to bring in too much fresh air, the repair costs for ceiling and wallpaper should be their responsibility. We paid for the addition of the damper.

We are still ironing out little glitches at Wheatfield. We have a few locations around the building where rain (when we get it) washes out the mulch and soil and leaves deep gullies. We are trying to determine whether to simply replace the mulch and soil with a foot or so of stone in those areas or whether to go to the expense of adding gutters and drainpipes to take the water out to the retention areas.

There is a bad odor coming from the water. At first we attributed it to sulfur in the water. We did, indeed, have sulfur and we have added a sulfur removing tank to handle that problem. We continue to have a bad odor however. We have a new theory and will consult with the plumbers who installed our system.

We are purchasing $5310 worth of Jasper County art, as a result of our Juried Art Project. I will have the pieces at the Wheatfield Library in time for Board Meeting. The jurors recommend that we reframe 3 of the pieces. They accepted Doris Myers' proposal for art for the large area over the circulation desk, but requested that the size of the work be changed.

We are still looking for something to surround the entrance to the Storytime Room and are in contact with two artists who may give us proposals for that.

Wheatfield Building Sale: The old Wheatfield Library is now the property of the Town of Wheatfield. We have received and deposited the proceeds of the sale. At their board meeting, the town will determine a fair value for the furniture they have obtained from us. Our board will then need to approve that price at the October board meeting—or you could decide now that if the price is $XXXX or more, you give me the authority to approve it before that time. They have kept the following:

Credenza with hutch
2 L-shaped office desks
1 small office desk
6 square meeting room tables (white topped)
45 meeting room chairs
4 desk task chairs
Breakroom table and 4 chairs
Gray computer table

Policies for Review: The Policy Committee recommends no changes in the Group Visit Policy or in the Board and Staff Privileges Policies.

Library activities : The Marketing Committee participated in National Night Out, an event held by law enforcement officials who wish to get acquainted with the youth of the community they serve. Other organizations, like the library, are invited to participate too, so the Marketing Committee sponsored a booth. They offered face painting, free freeze pops, library literature, stories and a prize drawing for those who stopped by. They estimated that approximately 200 people visited their booth.

Marketing Committee also participated in a Senior Health Fair at the Jasper County Community Services building. They provided library literature, had exercise and health-related materials on display, handed out bookmarks, pens and pencils, and held a prize drawing. They met with nearly 60 people.

Highlights of the month of September include DeMotte's Senior Citizen Appreciation Day scheduled for Monday, September 12. DeMotte will also hold a CPR class on Saturday, Sept. 10 from 9-1. Rensselaer has a Mexican Fiesta scheduled from 5 PM-7PM on Thursday, Sept. 15. On Sunday, September 18, Peter Fletcher, an acoustical guitarist, will perform at Rensselaer at 2 PM.

Continuing Education: Emily attended a Publisher 300 workshop this month, learning about basic layouts, hints, tips and techniques. This will come in handy in her various publicity projects. Glenda and Marlene learned about new genealogy-related websites, educating patrons who are new to genealogy research and how to find Indiana records needed by patrons at a Family History and Genealogy Conference.

2006 Budget: At the September meeting, you will need to pass a resolution adopting the 2006 Budget as advertised.

New Service: We now offer our patrons downloadable books. We have subscribed to the NetLibrary database of 900 titles since January, but only now have decided that we want to make a commitment to offer the service at least on a trial basis. Therefore, we have begun to list the books in our online catalog.

In your packet, you will see a sample of what you would find if you wanted to read the book The Night Crew by John Sandford. You would have 3 choices—to borrow our copy of the book on tape (abridged), to borrow the hardback book itself, or to borrow the downloadable copy (unabridged). If you decide to borrow the downloadable copy, the last 2 pages of the document shows what you will see when you select that option.

A patron wishing to borrow the downloadable version would copy (download) the book from our website to a computer—at their home or at the library. Then they would copy it from the computer to an MP3 player which is a portable listening device that can be used with earphones or, with newer cars, plugged into the car's sound system. (It is like an I-Pod but an I-Pod cannot access these NetLibrary downloadable books because I-Pod is set up to read only music and books specifically manufactured for it.)

We feel that audiobooks on tape and cd will eventually be supplanted by downloadable audiobooks. We are investigating the possibility of purchasing a few MP3 players (about $100 each, we believe) for patrons at each library to check out. We feel this will give our patrons a chance to sample the technology before deciding if they want to invest in their own MP3 player. We are also considering *purchasing* some downloadable books in addition to subscribing to the ones on NetLibrary. I will be glad to answer any other questions you have about this at our board meeting.

Rensselaer: The Friends generously donated $400 to the Rensselaer Library's new library program food and prizes gift fund. Since we have been informed by the State Board of Accounts that we cannot use operating budget money for these items, this money will be a significant boon to Rensselaer library programming.

We celebrated Lisa Davis's 10th anniversary at the library this month. Susan Engelmann began work today as the new Youth Services Specialist. Veronica Rodriguez, a Rensselaer volunteer, will assist in translation for Hispanic patrons who would like to have a Spanish speaker on hand to help when they visit the library. She will be in the library for one hour on alternating Wednesdays and Fridays. We'll see how it works.

DeMotte: DeMotte has a leak that is going to be hard to diagnose. It is in the storytime room closet and in the Indiana room—both along the north wall of the library. It is only visible in the carpet, not in the walls. Above those rooms are the meeting rooms. I'll tell you more at the board meeting about the situation and perhaps what we have decided to do to investigate the problem.

In other DeMotte news, Rebecca has completed her coursework for her MLS and is now eligible for certification as a Librarian III.

Wheatfield: Wheatfield continues to add patrons at a much faster pace than previously—55 in August, 71 in July.

A former Wheatfield area resident, Ruth Wallace, now residing in New Hampshire, would like to donate her husband's collection of Indian relics and arrowheads, collected in the Jasper County area, to the Wheatfield Library. I have consulted with Diana who would like to accept the collection and has found a location she feels would be good. We will need to purchase a suitable secure, lighted, glass display case to house the collection which has been deemed historically "significant". This can be done with Construction Fund money.

Rensselaer recarpeting project: We have completed the Notice to Bidders (legal advertisement) and the specifications for the Rensselaer carpeting project. We ran the carpet and tile selections past The Troyer Group, to make sure we had selected high quality products. We ran the specifications past them also and asked them to write the specs for the tile, since we had nothing from the DeMotte project to

compare those specs with. We want to advertise immediately and be able to approve the winning bidder at the October board meeting. You will need to pass a resolution to advertise this project.

Financial Report: When you examine the Bank Balances (F2), you may notice that the bank balance in Acct #15 is negative. That is because we have paid out the Gough Escrow Account, including the interest accrued in August. We have not yet received the paperwork on the August interest. When we get the September statement, it will show a zero balance. (We have emptied that escrow account but are still holding a check for almost $800 for work not yet completed.)

Capital Projects Fund: We received final approval of our 2006 Capital Projects Fund Plan from the Indiana Department of Local Government Finance (DLGF).

Reminder: Staff Development Day will be held this Friday, September 9, at Wheatfield. Our libraries will be closed until 2 PM.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet.

New Business: Mike asked me to add a "new business" item to the agenda. He wants to interview Patty in the executive session, then spend a little time discussing her appointment privately with the board, still in executive session.

In the New Business section of the meeting, if the board has decided to offer her the position, the board will decide the salary/employment package they wish to offer Patty, so that a letter can be sent immediately with the board's offer.

Since you are planning to decide that evening on your offer, you might want to add a question to the list of possible interview questions to find out what she would accept.

Acting swiftly will have several great advantages: The staff has been living with the uncertainty of who their next "boss" will be since the beginning of the year. It will help them to know. It will help Patty to be able to build bridges to staff at the branches who do not know her well. I can work more intensely with her to prepare her for her new role. It will allow me to begin advertising to fill Patty's position.

Director's Report
September 2005

Executive Session: At the end of your packet, you will find Mike's letter to Patty and Patty's response to the board's job offer, sent to you at Mike's request. At this executive session you may discuss among yourselves whether you wish to change your offer and, if you wish, you may talk to Patty to negotiate a mutually satisfactory salary agreement. This can be done in executive session, with the final action taking place in open session.

Normally, you would check references on a new employee. I have written a reference (attached) for Patty in case you wish to have one. It is becoming obvious to me as I read the job ads and saw the responses to our ad that if you want to get someone with Patty's qualifications and abilities from outside our organization, it is very unlikely that you could get someone for much less than you are paying me ($54,454).

Reference Activity Report: On R 9, you will notice that the number of *telephone* questions—both for directional questions (Is Sheila in? Can I sign up for the painting program? What are your hours?) and for reference—increased at DeMotte and Rensselaer, but decreased at Wheatfield. On the other hand, the number of *in-person* requests for directions and for reference (Where are your books on dairy cows; Who was the 2005 Pulitizer Prize winner for fiction) increased *greatly* at Wheatfield, but decreased somewhat at DeMotte and Rensselaer.

Board Policies for Review: Neither staff nor Policy Committee felt it necessary to change the policies up for review this month. If you approve the Consent Agenda and Consent Agenda items, you will be approving the Harassment Policy, Public Forum Policy and Library Credit Card Policy as written.

Wheatfield Building Project:

Building repairs following the humidity problem: The Troyer Group is discussing the repair of the bead board ceiling and loose wallpaper with Gough Construction, to determine who is at fault and how the expense of the repair will be covered.

According to Jeff Anglemyer, our architect, Troyer holds that because the warping is only in one section of bead board, it is not the result of humidity. If it were the result of humidity, the bead board would be warped in the other areas also. They think it is a warranty item to be corrected at the expense of Gough, caused by incorrect application of the bead board. Gough's project manager feels that the bead board in the other areas is designed so that if it needs to expand, it can expand into the drywall. That is not an option in the round periodical room where it is wood against wood. Thus the warping. Charlie Spurgeon tends to think the problem is a design error and the contractor did the work correctly; however, he recommends that we stay out of the middle and just keep asking Troyer for action on this repair work.

Gutters: We discussed the problems with rainwater washing out the mulch and soil and leaving deep gullies in the landscaping. Even in a gentle rain, a great amount of water pours over the edge into the soil below. The cost of installing gutters in the problem areas would be $2,039. The representative from Chas. Gluth & Son roofing company said it would not be a complete cure-all, because in a very heavy rain nothing will fully hold the water coming off our steep roofs, but it will go a long way toward helping the situation. He was also concerned in the area near the back door to the meeting room that without a gutter, water could possible back into the building.

Replacing mulch in those areas with stone would be a cheaper solution, but would we still decide at a later time that we needed to add gutters? We did that with the old Wheatfield building. *We have the money in the construction fund now.* It will not be there in a year or two. It would hurt more to find money at a later time. Diana and I urge the board to seriously consider adding the gutters at this time.

Art Project: We have decided to delay the Open House to show off our new art. It was originally scheduled for October 15. We think that is too soon to have the art hung and the mural painted. We would like to hold the Open House on Saturday, October 29. We are also inviting 3 artists to give us proposals for art work to decorate the door into the storytime room and may look for an artist to create some different art for the customer service area which has a different, less traditional flavor from the rest of the library and the art which has been chosen for it.

Wheatfield Building Furnishings Sale: I still have not heard what the Wheatfield Town Board proposes to pay for the following equipment they are purchasing from us. I hope to have that information by the time of the board meeting.

Credenza with hutch
2 L-shaped office desks
1 small office desk
6 square meeting room tables (white topped)
45 meeting room chairs
4 desk task chairs
Breakroom table and 4 chairs
Gray computer table

Landscape maintenance: I had two calls from Wheatfield residents complaining that the yard needed mowing and weeding. It truly did. Once we determined that the landscape installers considered themselves done with their maintenance responsibilities (it was very difficult to get them down to do their required mowing, fertilizing, weeding), we went to our own maintenance person, Brian Orban. He is very eager to get the property looking the way it should look. It looks much better now, even though weeding is needed.

Indian Arrowheads: The collection is now in our possession. We are still waiting to see the agreement the donors want us to sign. I will explain more about that at the board meeting.

Wetland project: We have contacted a company that designs wetland areas and plantings for recommendations on our problem areas. I will keep you updated. It sounds as if Lana Zimmer, who teaches at St. Joseph's College, will lead the project to plant the areas properly to make them attractive and safe, using volunteer labor from the Nature Conservancy and schools.

Staff Development Day: We had a very successful in-service workshop. The most popular portions of it were a presentation on a database we use to help patrons find "good books" and a demonstration of the procedures staff must follow to set up the new wireless mobile computer lab.

Library activities :
At the Little Cousin Jasper Festival, youth services staff from our libraries painted the faces of 100 children in the library's booth, while handing out information about the library's services.

Continuing Education: Jill attended the annual Reference Workshop, learning about blogs, wikis and instant messaging. Luz and Susan attended the Children's and Young People's Annual Conference in Evansville and came back with some new ideas.

Jen attended the National TLC Users' Group conference in Baltimore and said it was awesome. There are a great number of new improvements coming out right now or in the near future and they learned about these. Unfortunately we cannot upgrade to the newest version until we upgrade our server next year.

Rensselaer: Patty reports that our new Youth Services Specialist, Susan Englemann is extremely creative and a fast learner. Her years of library experience are paying us dividends. She is very much a team player and committed to the library.

The most popular programs this month were pinochle (attendance:16), tole painting (12), our Mexican Fiesta (198), Centennial Celebration (30), Funeral Planning (19) and the Monon Railroad (17).

The Mexican Fiesta, celebrating the Cry For Mexican Independence Day was a smashing success. The purpose was to encourage Hispanic residents to visit our library and get to know us in a fun, inviting way. Many Hispanics from our community helped in planning, providing food, etc. The Fiesta offered wonderful traditional foods, craft projects, a clown, face painting, games, traditional Mexican music and dancing. We held a salsa tasting competition and a dance competition. Library literature was offered and 27 surveys collected which will help us select materials and plan programs for our Hispanic patrons. The event was funded through the Friends of the Library, our local budget and some LSTA Grant monies. We will plan more programs and will possibly be hosting a Spanish language literary group that is forming.

Peter Fletcher, the acoustic guitarist from Atlanta entertained 30 people at the library's Sunday afternoon Centennial Celebration. While Patty was disappointed in

the low attendance, she received thanks from some attending who wanted us to continue offering this type of entertainment. The Friends served cookies and punch following his concert.

Three new memorial trees (probably the last) will be planted in October.

All first graders made their annual class visits to the library for Library Card Sign-up Month.

DeMotte: At DeMotte all kindergarten classes were brought to the library for stories and a tour. DeMotte continues to have visits from preschools and Head Start.

DeMotte's adult programs were of most interest to seniors this month. Nicole made several visits to Oak Grove Retirement Village to read to groups there. The DeMotte book discussion group consisted of 14 seniors and 2 adults. Senior Citizen Appreciation Day on September 12 attracted 13 and featured blood sugar/pressure checks, a "computer for seniors" table, an hour of bingo and a display featuring the large print book section of the library and the library's talking book player.

Nicole and Rebecca received a warm welcome at the September Junior Women's Club meeting.

Wheatfield: At Wheatfield all elementary school classes except kindergarteners came to the library for a tour. In addition, a class from Christian Haven visited and received a tour of the new building. Rachael reports that her two storytime groups are both full and sign-up for the fall toddler time sessions indicates that she will need to schedule two toddler time sessions this spring also. That will be a first for any of our libraries.

Gail Woolever's art work was on display in September, followed by John Groppe's photographs which will remain on display through the month of October.

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Lynn

Director's Report
~~November~~ 2005
OCTOBER

Wheatfield Building Project: All seems to be functioning well, except for a problem with the flushing of toilets which we are working on. We also have a few exterior issues to take care of—correcting a drainage problem, powerwashing sidewalks, planting Birds' Nest Spruce at the south entrance drive, cleaning rust from building.

The ceiling has been repaired beautifully. Wallpaper has yet to be repaired.

The Art Open House went very well. All art is up. Doris's painting above the circulation desk is much admired. We had two pedestals built to display the metal sculptures or for use for other purposes. We have two areas in the children's department where we want art. There still is money left in the art budget for this. We have several people working on proposals for these areas.

We are still waiting to sign an agreement for the arrowhead collection before purchasing a display case, although the former owner Ruth Wallace has told us there will be no problems and we should feel comfortable proceeding.

Wheatfield Retention Pond Upgrade:

We have received a proposal from J.F. New, experts in wetland and natural resource management, for using native plants to beautify and create healthy ecosystems in our retention pond areas. Since the proposal cost is around $13,000, I am bringing a representative from the company to explain the benefits of undertaking this project. See the proposal at the back of your board packet. Action requested: Approval of the project as presented.

Gutters: Installation should begin at the end of this week or beginning of next.

Wheatfield Building Furnishings Sale: We received check for $300 for the following furniture. I am waiting to deposit the check until the board approves this amount. If you feel we deserve more, I will ask them for additional money. The furniture is worth more. If we had sold it at auction, we probably would not have received too

much more. Action requested: Approval of the $300 offered, or approval to ask for a higher amount.

Credenza with hutch
1 L-shaped office desks
1 small office desk
6 square meeting room tables (white topped)
45 meeting room chairs
4 desk task chairs
Breakroom table and 4 chairs
Gray computer table

Health Insurance: The health insurance proposal we have received through the ILF Anthem Plan is 17% higher than this year. Worst case scenario is that we would pay $13,141 extra if we kept our 4% salary increases and $5,861.27 more than budget if we pay 3% salary increases. We have asked Anthem for alternative rates for plans which offer fewer benefits including one for an HSA which could be a second option for staff. We hope to have those rates and our recommendations in time for the board meeting. Action requested: Approval of our recommendation, if we have the facts in time.

Courier Service Adjustments: You may remember that, in the interests of lowering costs, we ended our contractual agreement with Security Couriers and hired Ed Young to continue our courier service as an employee.

Ed drives 300 miles per week for us. We pay his salary twice monthly as we pay all our employees. Mileage, however, is paid monthly with most of the rest of our bills. This month, his mileage check will be $756.60.

Ed has asked that we pay his mileage checks at the same time as his payroll checks. We think this is a reasonable request. He should not have to pay those high out-of-pocket expenses and wait an entire month for reimbursement. Action requested: We would like the board to agree to add courier mileage checks to the list of expenses that can be paid between board meetings.

Library's Registered Borrowers: I thought you might be interested to know that DeMotte had a net total of 60 new patrons in October, Rensselaer had a net 93 new patrons, and Wheatfield had a net increase of 56 new patrons. I think that is quite impressive! If you look at the People Count statistics on R9, you will see that JCPL has significantly increased usage this year even where circulation is down.

NILBA Dinner: Will be held at Westchester Public Library's Library Service Center in Chesterton. Barbara Maxwell, State Librarian, will be the speaker. She has been somewhat controversial in her two years at the State Library and has not always appeared to understand or care about the needs of public libraries. She is interested now in talking to public library boards. Information requested: I would like to have a count of how many board members will attend this NILBA dinner.

Library activities: You will soon see major changes on our homepage. Staff has decided to contract out the redesign. We don't have expertise on the staff to make some of the changes that will make the homepage work better for our patrons.

Weekly toddler times and storytimes have been popular at each library. We are finding that the evening sessions are more popular than the daytime sessions! A sign of our changing communities.

Continuing Education: Patty and I attended the fall Leadership Conference which focused again on employment law issues. Patty, Diana and Rebecca also attended the Management Institute which focused on job descriptions and indicated to Patty that revision of job descriptions will be one of her goals for 2006.

Jen and Kathryn attended a ContentDM workshop. This software will be used to prepare digitized Milroy documents (digitization will be done at I.U.) for our website. Jen and Kathryn learned a lot. Jen feels we can comfortably navigate the software when we need to do this next year.

System Administration: Probably the only thing that saved Sheila's sanity this month, as she was besieged with computer and network problems, was the hiring of Loretta Davidson to help her out. While Loretta is still in training, she learns very quickly, and could help in some ways. At least Sheila sees that there might be light at the end of the tunnel.

DeMotte: DeMotte has a thriving outreach service to area nursery schools. In October they reached 190 children in nursery schools with their offsite story hours

Rachael, Wheatfield Children's Specialist and Luz, DeMotte's Children's Specialist, visited the five 8th grade classes, talking about the library, giving a book talk and playing a Library Jeopardy game with the students.

Nicole, at DeMotte, continues to read weekly to anywhere from 2-9 residents of Oak Grove Retirement Village, while taking books to residents who have requested them.

DeMotte had one amazing after-school program which attracted 52 children.

Rensselaer: The carpeting project has been delayed. We were told the manufacturer had difficulty getting the raw material (oil) because of the hurricanes. Patty has decided to postpone the carpet installation until *February*, since the Christmas holidays and a personal obligation which our mover has will potentially cut some work days out of December. We have told the carpet installers that January is too busy a month for us to consider this extra project.

Rensselaer had another successful Fall Festival with an attendance of just over 300. The Festival was never intended as a money-maker, but this year local businesses donated food and raffle prizes which helped the Friends clear nearly $400 in profit which will be used to support the library's services.

As a continuation of the centennial celebration, two local garden clubs agreed to purchase 100 spring bulbs which library staff planted last week.

The Rensselaer community responded well to the library's knitting, euchre and pinochle programs. The card programs will continue monthly. Susan's "Sleepy Hollow Tales", a program for families brought an audience of 24. A class from St. Joseph's College visited to obtain library cards and get help on a class project.

Wheatfield: Wheatfield and DeMotte both hosted INCOLSA computer workshops, using the new portable lab for the programs. Unfortunately for INCOLSA, only JCPL staff attended. But it was fortunate for our staff!

Wheatfield had to have two weekly sessions of their story time series this fall, with 12 in each session. This is a first. They also now have 2 sessions of each Toddler Time for 2 year olds and their parents. In another first, Mark Marimen, author of the Haunted Indiana book series, drew a crowd of 56.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Director's Report
November ~~December~~ 2005

Please bring your board notebooks to the December meeting. If you leave them with us after the meeting, we will have them spruced up and ready for a new year when you return in January.

Good News: Linda Poortenga will be our new Rensselaer Headquarters Librarian. She is a Wheatfield resident who uses all three of our libraries. She will begin work on January 10, 2006. Linda was a Branch Librarian at the Lake County Public Library for 8 years. She then took 8 years off to have and raise a child. We are delighted to be able to hire this new librarian with good work experience (and references) and a delightful personality.

Special board meeting: Tuesday, December 27, will be the date of the special end-of-the-year board meeting at which you approve the last bills to be paid, transfers and encumbrances. It is very important that we have 4 board members in attendance at this meeting. You can choose the time of the meeting. Usually we hold the meeting at 9:00 AM. The meeting lasts no longer than 10 minutes.

Workshop request: We would like to send Lisa Davis, Rensselaer Children's Assistant, to the Children's Literature Conference at Butler University on January 28. At that conference she will have the opportunity to meet award-winning authors and attend workshops. The cost for the one day conference is $85.00. Rensselaer Children's Specialist Susan Engelmann will also attend, but plans to pay her own way to save the library money that may allow her to attend PLA in March. *If you approve the Consent Agenda, you will approve this workshop request.*

Election of Officers: You will elect officers at the December meeting. As you can see from the minutes, the slate includes: M. Crawford, president; S. Deardorff, v.p.; M. Heinig, Secretary; M.A. Sayler, Treasurer. You also need to appoint an assistant treasurer. The nomination committee suggested Tim Schultz as assistant treasurer.

Bronze plaque at old library: At some time, Don Gear asked what you would like to do about the bronze plaque affixed to the outside of the old Wheatfield Library, noting library board members and others responsible for the construction of the old

library. Do you want the plaque to be installed somewhere at the new library? Do you want to leave it where it is to denote the original purpose of the building (if the Town Board agrees)? My recommendation is to leave it where it is, but you may think differently.

Policy changes: The state has restructured the Indiana Code. We have a few policies that refer to particular sections of the Code. Those code locations have been changed. We would like your approval to make code citation changes to all policies (and bylaws) where IC codes are referenced, rather than wasting all the paper to bring each of these policies to you for individual approval.

Wheatfield Building Project: Gutters have not yet been installed. We are holding the check you approved last month. I have yet to talk with the manufacturer of the building's stone to get a cost for removing rust stains. I am in contact with a company that makes exhibit cases and creates displays. We need to furnish housing for our Indian artifacts. This latter project is one that I have volunteered to manage and complete after my retirement.

We are looking into the cost of erecting a wrought iron "cage" for the dumpster. DeMotte and Rensselaer both have 6' high brick cages for their dumpsters with wrought iron fronts that lock. The Wheatfield dumpster has a tendency to roll itself across the parking lot when winds are high, endangering staff cars. Staff have also discovered that some local residents are dumping their personal garbage into the Wheatfield dumpster. If too much of this occurs, we could be charged a higher rate and required to purchase a second dumpster. We hope to have a price for you by Monday.

Continuing Education: Two Tech Services staff attended an INCOLSA workshop on one aspect cataloging. They felt the workshops were valuable, reinforcing some training Jen had given them previously, and giving them additional information. Our Agency librarians attended the Management Institute training session at Nashville, coming home with good information on hiring and firing employees, strategic planning and other management issues. Three of us attended the Bookkeeping Workshop in November.

System Administration: Wireless access to the Internet should be available at Rensselaer sometime this month. Most of the equipment is installed now.

Technical Services: Jen has made 1,007 audio books available to patrons through our library catalog as well as 2,731 ebooks. The audiobooks may be downloaded to MP-3 players and played in the same way that our books on tape or cd are played. The ebooks are generally nonfiction books on many different subjects which can be read or consulted online. Both of these products can be accessed from computers in the library or from home computers. The only caveat is that the audiobooks can only be downloaded by computers having at least DSL or cable speed. Those with dial up connections at home would have to come to the library to download a book. We pay NetLibrary for the database that allows us to offer this service.

DeMotte: Ed Dumas confirms that there is nothing to keep the board from purchasing land for possible use as a library in the future, if they wish to do so. The board can (quietly) investigate property and buy it, following proper procedures (having our attorney help us with the legal requirements). If, at a later date, it seems inadvisable to consider moving the library to a new site, we can sell the undeveloped property without problems as long as we follow proper procedures as defined in our state Accounting Manual. If we make a profit on it, we have benefited our taxpayers. I might add that if we purchased land, we would be responsible for keeping it mowed or farmed and insured until such time as we want to build on it.

Rensselaer: Two boxes of our Milroy documents have now been delivered to Indiana University for digitization, Glenda, Kathryn and countless volunteers have spent hours for months transcribing, copying and organizing these documents.

We purchased new shelving for books on tape and CD. They are now installed. Jack moved the counter which stood where they now stand to the teen area where it will be a computer work area.

Wheatfield: Rachael, Youth Services Specialist at Wheatfield, offered a well-attended evening Storytime in which all donned pjs. She helped Luz, her DeMotte counterpart, conduct a "Make it, Take It" session during parent-teacher conferences. She visits Headstart regularly for story hours.

Please contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet.

Director's Report
December 2005

Board of Finance: Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance.

We recommend that the Accounting Practices for 2005 be adopted for 2006 with one addition. In the last paragraph please note the highlighted sentence. There are times when it is beneficial to post unwanted items on library listservs, E-bay or other similar online sites.

The only addition to the Resolution to Pay Bills with Prior Approval is the second to last bullet which states 'mileage expenses for courier service by employee'. At the November board meeting you approved doing this, so now it is included in this resolution. The board will need to adopt this resolution.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda

You will be approving the minutes of the December board meetings, bills, and financial reports.

Policies for Review: The Policy Committee recommends no changes in the Fax Policy or the Fixed Asset Policy. The policy committee does recommend changing the Circulating CD ROM Policy to allow PLAC card holders to borrow CD ROMs. *If you approve the Consent Agenda items, you will approve changing the Circulating CD ROM Policy to allow PLAC card holders to borrow CD ROMs.*

The 2006 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase. Some new employees (or employees recently given new positions) will get no increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1.5% increase. These are the basic terms of the Personnel Policy. *If you approve the Consent Agenda and Consent Agenda Items as listed on the agenda, you will approve the 2006 Salary Ordinance.*

AFLAC Insurance: The board previously approved allowing AFLAC to offer our employees Cancer, Accident, Intensive Care, Hospital Indemnity Insurance, Long Term Care, Dental, and Personal Recovery Plus Insurance. AFLAC is now offering Short Term Disability, and Disability Rider & Premium Riders, and we

have a staff person interested in taking the Short Term Disability Insurance. We would like board approval to offer all AFLAC products to our employees so that we would not have to seek board permission for each product as they are added each year. Any employee is eligible for this insurance, even if they are not eligible for the library's group health insurance. Employees who take AFLAC insurance pay the entire premium. The library does not contribute to the premiums at all. *If you approve the Consent Agenda and Consent Agenda Items as listed on the agenda, you will approve the library offering all AFLAC products to our employees.*

General Business

Wheatfield Roof: The roofing at the Wheatfield Library may have been constructed hastily as it appears the sheeting is separating from the joists. Lynn contacted Charlie Spurgeon, our building rep, and asked him to visit the Wheatfield library and evaluate the roof to determine if he felt it had been installed properly. On Friday, December 16 Charlie did examine the Wheatfield roof from the attic. He was there for 40-50 minutes and paid special attention to the areas that Diana Kooy said had been identified as possible problems. He said he could find absolutely no sign of any problems or of any work being done poorly. On December 29 Patty spoke with Bill Ponko from Troyer. I told him about this situation and asked him how it could be that the roof could appear to have been poorly constructed when an inspection shows otherwise. He thought it was good that our building rep had looked at the situation. He went on to say that it is not unusual to see some patterning of plywood pieces through the roofing. It doesn't mean that there is a problem or any separation. In his opinion it is nothing to be concerned about. If the board wishes to pursue this further, Bill recommends contacting Gough, our general contractor, to see what they think.

Construction Fund: Tim asked for this to be added to our agenda this month. As a part of my training, Lynn spoke to me about this fund and the work that still remains at Wheatfield. She pointed out to me that we are still learning about this building. There are some things we already know. We know we need to take care of things like cleaning the stone, installing a fence around the dumpster, purchasing an artifacts display case ($3,800), funding the wetlands project ($13,900), installing locks on cabinets in the meeting room kitchen and coffee café, and mounting a listening station in the clubhouse. A periodical cabinet is on order. Staff bulletin boards, wire management, and some shelving are still to come. Lynn cautioned that we not be too hasty to eliminate this fund. We should keep the fund intact at least until the building warranty is up. I provided this background so that you would know what I know in regards to this fund and the work that we know remains to be done.

PLA-It is time to determine who will be attending PLA in Boston so that we may get registered and purchase airline tickets. I intend to send four staff members. Registration fees are $300 per person for the conference. Flying out of Chicago,

airline tickets will cost approximately $250 per person. This is an estimate of course since ticket prices are subject to change, and we have not purchased any tickets. I have reserved a bank of rooms at a Holiday Inn Express which is some distance from the Convention Center but offers a complimentary shuttle service 24 hours per day. Room rate is $95 per night. For board members who attend the library pays for your conference fees, airline ticket, and room. If you choose to bring your spouse, you will be responsible for their expenses. *Please let me know at the January 9 board meeting if you wish to attend so that we may purchase airline tickets and register for the conference.*

Santa House at Wheatfield: The individuals responsible for the Santa House in Wheatfield each year would like to place their house in the Wheatfield Library parking lot in 2006. According to Diana it would be open for four Saturdays starting with the Saturday after Thanksgiving. In the past the house has been stationed at the park, but parking is an issue. Placing the house on the library property would allow for more convenient parking. Diana spoke with Don Gear, Town Board President, and asked if there are any issues we need to be aware of concerning the house, and there aren't any. The Town Board would support these individuals setting up their house anyplace that would host them. Diana and her staff are interested in allowing the house to be placed at the library. It would be placed in the south parking lot, which is used less than the northern parking lot. We do not know if the house requires any electricity. It is possible that having the house on library property would increase use of our library on those days as families are on site anyway. *We would like to know if the library board is in favor of hosting the Santa House at the Wheatfield Library in 2006.*

Director's Report

Fire Department Bill: On October 28, 2005 a small child pulled a fire alarm in the Rensselaer Library. Immediately the child's mother alerted staff that her child had pulled the alarm, and staff did just as they have been trained to do, they called 911 to report the false alarm while other staff silenced the alarm. When the dispatcher received our call she said, "Oh, good. He's standing right here. I will let him know it is a false alarm." A few moments later a police officer did visit the library and spoke to Susan Engelmann, who was in charge of the building at that time. He was just checking in with us and even commented "Well, at least the fire trucks didn't respond." Staff did not see any fire trucks or firemen on site nor did they talk to anyone from the fire station. Just a few days after the false alarm incident, the Library received a bill from the Rensselaer Volunteer Fire Department totaling $810. Lynn immediately called the Fire Department and spoke with Buzz Koehler. Buzz thought we were part of the county government. She told him we were a separate taxing entity, that it was a false alarm, and that staff had called 911 to report the false alarm. He told her to send the bill back to him. We all assumed that would be the last we would hear of the situation, but in December we received correspondence from the Fire Department saying our bill was now past due. Lynn apprised the board of this problem at the Year End

Board Meeting. They advised that we call and speak to the mayor. Patty did that, explaining the whole situation. He told me he would look into it, and not more than ten minutes later Buzz Koehler came to the library asking for me. He asked what he could do for me, so I explained the whole situation to him again. He was still under the impression that we are a part of the county government, and the mayor had told him to bill all county agencies in the event of false alarms. I assured him we were our own taxing entity and told him it was a common misunderstanding. He told me not to worry about the bill. At this time I believe that the matter is finally settled. I will alert the board if any other bills come in.

Wheatfield Library News

Diana reports a slow down in business, as is usual for December, but still above what they were accustomed to in the old building. She comments, "There were quite a lot of folks using our study tables and looking at materials as they sat in the stone room and other areas. I'm sure cold weather brought some people in to just sit and lounge now that we have places to do that.....I always have a good feeling when I see that the community has 'discovered' us for using the computers and casually reading newspapers and such things. The coffee has become popular now that the weather is colder."

Diana dealt with many maintenance issues in December: problems with their second phone line, problems with the lids on the new book drops, correcting water softener drainage hose lengths, and troubleshooting cold temperatures in the front entry hall. She is doing a great job of staying on top of these building maintenance issues and is keeping me apprised of the problems too.

The Friends of the Library along with staff and Mary VanSoest decorated the library for Christmas. They were pleased with the results and enjoyed decorating their new facility.

Thinking ahead to the new year, Diana comments, "The next year should be a challenge as more and more people are discovering us, and we want to meet their needs. I look forward to many of the building tweaks being completed and having more time for the traditional tasks of running the library."

DeMotte Library News

DeMotte has been using the portable computer lab to offer beginning computer classes, and the classes have been a big hit. Sue Wells has volunteered her teaching expertise and is the class instructor. Many of the class participants were seniors. According to Rebecca, "Their pre-class surveys indicate that they own their own computers but don't feel confident about their computer skills. Their post-class evaluations indicated that they found the class useful and want more."

Luz and Evie, the Youth Services team, coordinated their first annual Gingerbread House contest. Nine houses were submitted. They enjoyed looking at the houses and the photos of families working on the houses together. This event brightened up their Children's room for the holidays.

Kim conducted some amazing detective work this month. A message appeared on their new color printer that indicated the printer had been shut down until serviced. Kim called the manufacturer and was told it would cost $100+ for them to come out and service the printer. She asked to speak with someone to troubleshoot the problem over the phone and was told there would be a standard charge of $10 and no guarantee that they would be able to help. She didn't like that answer so she called an authorized repair dealer and explained to the receptionist about the error message. The receptionist knew just what to do and told her what the problem was and that it would cost over $100 to correct! Kim went online and found do-it-yourself instructions to correct the problem and now their printer works again, and it didn't cost them a thing. Kudos to them for taking the initiative to troubleshoot this problem themselves and save the library some money too!

Rensselaer Library News

Our new Headquarters Librarian, Linda Poortenga, will start on January 10.

The Friends of the Library held their annual Christmas Tree Walk this month. Area organizations decorated the trees which really added to the festive look of the library. Many boxes and cans of food were collected for the local food pantry. Those have already been picked up and delivered to the pantry. The Friends also conducted a Coffee Table Book Sale, selling gently used books as a fundraiser. These items were nearly new items that had been donated to the library that would make nice Christmas gifts for a fraction of the cost of new. Sales weren't as good as last year, but they think if they move the sale to November instead of December next year they will do better.

Susan and Lisa hosted a visit from Santa as a part of their family programming. The event was well attended. Each child had their picture take and received a treat bag. According to Susan, "One mother said that her five-year-old had never seen Santa in person and was very excited when he came. She later came to the library and said that her son wanted to know if Santa lived there!" Santa even read "How the Grinch Stole Christmas" and that was a big hit.

Susan needed to hire two new pages. One of our pages was promoted to clerk this late fall, and another has left to join Devon's Doghouse where she can be given more hours. Susan is doing a great job of taking care of these personnel changes.

System Administrator News

Sheila reports, "The wireless equipment that was installed at Rensselaer last month will not be operable until the power injectors are delivered. Our supplier said that they are expecting a shipment next week. The reason for the delay is that the company who produces the parts was recently bought by another company."

Sheila filed the 470 for Year 2006 USF Grant. She applied for local and long distance POTS, a T-1 Internet Line, and DeMotte and Wheatfield Internet connections. If the state library comes through with a decent Internet service provider and files the 470 successfully for the consortium, we will go with them. Otherwise since she also included it on our individual 470, we could go with a different provider. Sheila spends a lot of time writing technology related grants for our library system. It is very time consuming.

Our computer troubleshooters assisted Sheila in the re-install of WebBalanced, our filtering software. She received an updated version so that our Internet will still work when the company's (WebBalanced) servers are down.

Technical Services News

Jen cataloged nearly 160 items this month, deleted 1256 records for items that had been withdrawn, and deleted 425 unnecessary authority records. She and her staff keep our records clean and tidy which is a benefit to patrons and staff alike!

Jen spent a lot of time this month working on juvenile standing orders. She determined that there are basically two sources we can use for these materials. Both sources have long lists of materials to select from, and it would take selectors a long time to browse these lists individually, so Jen merged the two lists and made it seamless for the selectors to make their choices. They will be able to tell her the title and binding style they prefer, and Jen will figure out from which company to order. She prefers Baker and Taylor.

As a year end celebration of department accomplishments Jen posted signs all over her department that list all the many tasks they completed in 2005. There are over fifty signs posted in her department! What an inexpensive way to celebrate successes and motivate your staff!

Please contact me if you are unable to attend the January board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
January 2006

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Policies for Review: The Policy Committee recommends no changes in the Holiday Policy. Staff is reviewing the Internet Acceptable Use Policy. The Policy Committee does recommend changes to our Library Behavior Policy. See memorandum on page R9. ***If you approve the Consent Agenda items, you will approve changing the Library Behavior Policy as noted.***

There were some updates to our 2006 Salary Ordinance this month. Please refer to R7. ***If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.***

For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. Last year we closed for two half-day sessions, one in the spring and one in the fall. This year we would like to close for only one day, September 8, 2006. We plan to hold this training session at the DeMotte Library but have not determined if a half or whole day is required. At this time we are considering a speaker from Anthem Insurance Company to educate staff about HSAs (Health Savings Accounts), fire extinguisher training, Relay Indiana training, and a session on libraries and technology. Once we have determined a definite list of training topics we will decide if a half or whole day session is necessary. ***If you approve the consent agenda, you will approve the library closing for either a half or whole day session on Friday, September 8, 2006.***

General Business

Rensselaer Annual Report: Linda Poortenga and Susan Engelmann will present their annual report at the February board meeting.

Election of Board Secretary: Mark Heinig was Library Board Secretary for 2006. Since he was not reappointed to the Library Board, a new secretary must be elected. President Mike Crawford may take nominations from the floor and hold the election at the February board meeting.

Committee Assignments: Since we have a new board member, the 2006 Board Committee Assignments need to be revised. Mike recommends moving either Joan or Mari Anne to the budget committee and placing new board member Natalie Waling on the Bylaws/Policy committee.

Capital Projects Fund: It is time to review our Capital Projects Fund. Please refer to pages R11-R17 for the 2007-2009 plan. We need to be certain that this plan accurately reflects the direction you wish to go. Please review the plan and be prepared to discuss. The plan as it is written asks for $45,000 to be used for purchase, maintenance, and upgrading of network cabling, equipment and systems and of computer hardware and software. The remainder would be used for future allocations, namely future renovations at the DeMotte Library. If you wish to proceed with the plan as presented, you will need to vote to approve the CPF for advertising and hold a public hearing at your March board meeting. In this way an additional board meeting is unnecessary.

Wheatfield Roof: Tim visited the Wheatfield Library with his father-in-law in January and inspected the roof inside and out. After inspection they are concerned with the roof shingles and feel that the roof has some big problems. Patty arranged to meet with Charlie Spurgeon and Diana Kooy at the Wheatfield Library on Wednesday, February 8, 2006 to look at the shingles. According to Bill Ponka from The Troyer Group, the next step is to contact Gough, Inc.

Construction Fund: At the January board meeting you requested a list of items that are still needed at the Wheatfield Library. On page R18 you will find a list of those items that are known to be needed at this time. Items are added as a need becomes apparent.

In addition the board asked us to investigate the procedure and processes required to transfer unused construction money into BIRF toward payment of our 2004 Bond. We have contacted both the State Board of Accounts and Lonnie Therber, our financial consultant for the construction bond. According to the State Board of Accounts (SBA) the excess construction monies may be used for needs that arise at the Wheatfield Library that are in keeping with the project. SBA recommends that monies be spent within two years. Unused construction monies can only be transferred to BIRF.

Lonnie Therber explained that it would not make a significant difference to our taxpayers if we applied excess Construction Fund monies toward the bond payment. If we applied money to the Debt Service Fund (BIRF), this would reduce our tax levy the year after the transfer was made, so that in 2007 it would be down and then back up again the next year. It is advisable to keep the tax rate even year after year. He further explained that when General Obligation

Bonds are sold, the purchaser expects to hold them for the terms of the bond. In the covenant the board agreed to let the buyer hold the bonds until the callable date of July 15, 2014. In order for the board to apply the excess construction monies to the principal we would need to contact the bond holders and request a buy back.

Lonnie said to be very careful about giving it back. He stated that if we put the excess monies toward the bond, it would strain other library funds if needs arise at the Wheatfield Library and there are no longer construction funds to handle them.

Directors from other libraries who have had construction projects advise against applying excess construction monies toward the bond payment. If a major defect is found after the end of the warranty period, you would need the funds to handle the expense.

Music Libraries (from Alexander Street Press): The Library has purchased a subscription for 2006 to a new product that allows patrons free access to listen to selections of classical, global, and African-American music via a computer. This service is available within the library and remotely at home or office. If we desire we can also allow individual tracks to be purchased and downloaded by patrons. Alexander Street Press conducts the monetary transaction with the individual, and JCPL is not charged in any way and does not profit from the transaction. Most tracks cost $1 to download. We would like to allow patrons to download selections remotely but not within library buildings, so that in accordance with policy, JCPL will not be involved in the sale of commercial products within the library. The type of music offered with this service is likely not available through services like iTunes. Do you object to our offering remote download capabilities for patrons?

Director's Report

My first month as director flew by! It is amazing how much time it takes just to assemble monthly statistics and your board packet. ☺

In January I spent a lot of time training our new Headquarters Librarian, preparing our annual report for the state library, editing and distributing new policies and procedures for staff and board, and preparing our Capital Projects Fund for your review.

I have attended two Northwest Indiana Directors meetings which are very interesting. It is good to know what is happening in other area libraries, and it is great to have seasoned directors to support and encourage me! I attended a DeMotte Friends of the Library meeting with Rebecca to become better acquainted with that group, and met with the ASK committee, a staff committee whose role it is to write and update library procedures. We evaluated all

procedure manuals to make certain they were up-to-date and selected some procedures to review and possibly edit. This is an ongoing task.

In February I will conduct a new board member orientation with Natalie Waling, compile a summary of our annual report for staff and board, work on my portion of our Fixed Assets Report, and continue work on our CPF as needed. Other necessary tasks present themselves daily.

January was a hectic month for Gail in the business office, and February will prove to be just as hectic. She is such an asset to our library. She has been invaluable to me this month as I settled into my new role.

PLA Update-Those attending include Susan Deardorff, Linda Poortenga, Susan Engelmann, Rebecca Gibson, and Luz Arambula. We got a really great deal on airline tickets, thanks to Susan, who is quite the bargain hunter! They will leave for Boston on March 22 and return on March 25.

Systems Administrator News

The company that had the winning bid for our Internet consortium service gave a presentation at the January NICCL meeting. Faye Terry, from the State Library, was there as well. Sheila came away from the meeting very confident about the ISL consortium, the Internet service, and the company that will manage our service.

Rensselaer wireless network is now up and running. We can now offer wireless service to our patrons through their laptops and other portable electronic devices.

Sheila and her systems assistant Loretta were very busy this month setting up new machines and assisting staff with a variety of technical problems.

We have installed a new Web/Backup/Digitization server.

Technical Services News

One of our goals in our long range plan is to clean up our authority file. This is a component of our online catalog that affects how effectively patrons and staff can search for an item in our OPAC. To date 1190 subject headings and 1250 name headings have been cleaned up. This is a very time consuming process, but the end result is a much more useful online catalog.

Selection staff are now using an upgraded ordering database called Title Source 3. We use this database to place book orders for the library and for patrons who take advantage of our patron purchase program. In January selection staff received training on the database, and Jen created a training packet as well to help them become familiar with the new database. Staff are impressed and

report that Baker and Taylor have done a great job improving the software, thus making our ordering process easier.

Jen has been invited to be a member of a steering committee for the TLC National User's Group. This will not require extra travel away from the library, so I have encouraged her to sit on the committee. She will bring a lot of experience and knowledge to the committee and will enhance her knowledge as well as she learns from others.

DeMotte Library News

DeMotte launched a new Family Reading Program in January. Only a few families participated, but the ones who did enjoyed it. One family read 100 books in a month's time. What a neat idea!

A Spanish Open House was held, but there were not many in attendance. Advanced Spanish students from the high school were on hand to assist. Even though attendance was low, it was an excellent program to offer.

Marlene assisted Larry Clark with a Beginner's Genealogy program. Larry is the Head of the Genealogy Department at the Valparaiso Library, and he loves talking about genealogy! Larry covered the basics while Marlene addressed questions specific to our collection.

Rebecca is creating and distributing a quarterly newsletter to local organizations. I have seen her first edition, and it is an excellent marketing tool for the DeMotte library, very attractive and full of news.

Rensselaer Library News

Linda Poortenga started as Headquarter's Librarian on January 10th. She reports that her first month has been eventful and exciting. She says, "The JCPL staff have been wonderful. They are informative, welcoming, and a pleasure to work with."

Our carpet project officially began on February 4. After the library closed at 5pm, library movers arrived and moved shelving and furniture, preparing the library for carpet installation on February 6. This is a four phase process, which will take a little over two weeks to accomplish. The library is closed for business. Full time staff are keeping busy monitoring the book drop, cleaning out the attic and other storage areas, book ordering, program planning, and other tasks that they do on a regular basis. Some of our programs are being held at satellite locations. Book discussions and story times are being held at the Carnegie Center. AARP Tax Preparation is being held at the Christian Church. Phones are being answered during the hours of 8-5 so we are still available for patrons for telephone business.

The Stuttering Foundation newsletter, Winter 2006, included an article and photo of our white picket fence display unit (made by our own, Jack Standish). Glenda pulled together the items for the special display that focused on library resources on stuttering.

Adult Winter Reading had 34 participants.

Susan and Lisa attended the Children's Literature Conference at Butler University. It featured four prominent children's authors as speakers and offered three seminars. The speakers explained their creative processes and demonstrated the many different ways a reader can view picture books.

Wheatfield Library News

Lee Company, who handled our furniture during the construction project, have installed tack wall and put in wire management. They replaced the fabric on the stone room sofa. The sofa was imperfect when delivered. They installed some shelving in the periodical room which really makes a difference in the look and feel of the room. It is so much brighter, and the view through the windows is very nice.

Gutters and downspouts have been installed. We will have to purchase downspout bases to catch the water that comes out of the downspouts to keep erosion to a minimum.

Rachael sent out letters to local businesses asking for donations for her summer reading program. So far she has received $100 from a local funeral home. She will use the money to purchase book bags to give to those participants who finish the program. We are not allowed to use money from our operating budget to purchase program prizes.

Storytime sessions are full and folks are still trying to sign up. Rachael is considering adding a third session to accommodate the need. "Rachael is so enthusiastic and skilled at her position. She does a great job, and this is reflected in the success of her programs", comments Diana. **(This is true of all of our youth staff! We are very blessed to have such experience and enthusiasm in each of our youth departments!-Patty)**

Business at the Wheatfield Library is booming! Their circ stats continue to climb! Lately those working on Saturdays have said they are the busiest they have ever been. They continue to see new folks coming in. Our new library has been well received!

Please contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.-Patty

Director's Report
February 2006

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Policies for Review: The Policy Committee recommends no changes to the Walking Books Policy, Public Purchase Policy, or Board Code of Ethics Policy. Changes are recommended to the Internet Acceptable Use Policy. You will need to approve our new Mobile Computer Lab Policy. The Mobile Computer Lab Policy is a new one since we now have a portable computer lab in our system. The Acceptable Internet Use Policy has been edited for two reasons-we are now offering wireless service at Wheatfield and Rensselaer Libraries (and DeMotte will have it soon). In addition we are moving towards multi-function work stations (instead of having work stations that are task specific). Wheatfield Library has already adopted this approach. Rensselaer and DeMotte libraries will have it soon. We want the policy to be ready and approved by the board so that we can put it into place as soon as all libraries have multi-function workstations. A multi-function workstation is one that allows access to the Internet, Office Products, online databases and our online catalog all from the same computer. (See R 10 & 13.) **If you approve the Consent Agenda items, you will approve changing the Internet Acceptable Use Policy as noted and approve the new Mobile Computer Lab Policy as presented.**

Computer Sale: We have approximately 35 computer workstations to sell. These workstations, from 2001 and earlier, were replaced with new machines in 2005 and 2006. They came from all of our libraries, so we plan to hold equipment sales at each of our libraries, sponsored by our Friends groups. The workstations to be sold will be divided equally amongst the branches. Sheila will set the price for each workstation according to eBay pricing for comparable equipment and prepare the workstations for sale. Sales will be held this spring and summer. **If you approve the Consent Agenda items, you will approve our holding equipment sales to get rid of this unneeded equipment.**

General Business

Capital Projects Fund: You have copies of this proposal in your February board packet. At the March meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the March meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the March 21 County Council Meeting. Our time slot is 7:15pm. I would like as many board members as possible to attend with me to present our plan.

Wheatfield Roof: Since our last board meeting Tom Echterling and Randy of Gough, Inc and a Gluth person were on site together and walked our entire roof. Tom reported to Diana that there were two areas of the roof needing repair. Some of the plywood did not get nailed tightly in two spots. He said this is not uncommon. This has now been repaired. Pieces of plywood have been nailed back down from the inside. Some of the rippling we have seen was caused by loose nails that have now been pounded back down. Other waves that are seen are normal variances that will be seen with the type of shingle we used for the project. Had we used an architectural shingle these ripples would not be so noticeable. A missing shingle has also been replaced. Gough reports that necessary repairs are now complete in the two areas that needed repair. The rest of the roof is fine.

Janitor/Maintenance Position at DeMotte: Rebecca wishes to hire Dusty Beedle, husband of Marlene Beedle, DeMotte Library Specialist, as a substitute janitor for the DeMotte Library. We budget 2.5 hours per week for this position, so his hours would be limited and irregular, dependent upon Rebecca's needs at DeMotte. Our staff handbook indicates that "close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the Board for a person employed on an irregular and very limited basis." If you do not object we will allow Rebecca to hire Dusty Beedle as DeMotte Library substitute janitor.

Director's Report:

The carpet renovation project kept me busy this month as I assisted Linda with various issues as needed. Gail and I were displaced for three days while they carpeted our offices. Gail worked at home for a portion of that time, and I set up shop at the children's reference desk.

I attended a NW Indiana Director's Meeting and a Lifelong Learning Network Meeting this month.

Gail arranged for a representative from Hoosier Start to do a presentation for staff. Hoosier Start manages Deferred Comp, one of the retirement savings programs available to our staff. Gail and I attended along with various other staff participants.

We invested $175,000 in a jumbo CD at the beginning of March, investing for 90 days. We got a good rate, but hesitated to invest for a longer period of time for cash flow reasons. We never know exactly when our tax draw checks will roll in.

On March 2 I attended Indiana Library Federation's Small & Medium Size Library Pre-Conference Program: Disaster Planning and Preservation. Writing a Disaster Plan for our library is high on my list of things to do. There are many things to consider when writing such a plan. This will require a lot of staff

involvement. Linda, Diana, and Jen attended with me. Very likely they will serve on a committee with me and other staff as we begin to work on this very necessary document.

We had an interesting local history question recently. A gentleman arrived at our Rensselaer Library with a sterling silver spoon in hand. The bowl of the spoon had a picture of the old Carnegie Library printed on it, and he wanted us to help him determine its origin. He had purchased a box of assorted items at an auction and found the spoon inside. We had never seen such a spoon, and our files did not help us determine its origin, but we have contacted the local historical society for help. They have a few theories as to its origin but nothing definitive. Glenda continues to research. We thought this was very interesting.

Systems Administrator News

Sheila viewed a webinar (seminar via the web). Main topic was network security. She learned a few things that will help her assess and evaluate our security.

Sheila and her assistant continued with new computer configuration and set up. They were also inundated this month with a myriad of minor PC issues and handled them quickly and efficiently.

Sheila updated our Technical Services Network Troubleshooting Procedures and went over the procedures with the Tech Services staff and her assistant. She also created beautiful, functional network diagrams and diagrams of the equipment racks at all branches. This will help staff have a clearer image of our technical connections.

Sheila worked with me to begin creating a Technology Plan for 2008-2010. You will be hearing more about this at upcoming meetings.

Technical Services News

Jen and her staff were impacted by the carpet project, even though most of their department was not under construction! Jen's office was recarpeted which meant that she was displaced for two days. In addition other staff used the Technical Services workroom to store other department equipment which created congestion in Tech. Jen worked with TLC, our automated system vendor regarding technical issues related to the carpet project. She reports, "I love the effect of the new carpet and tile, but am very glad the project is finished and we are back to normal." I think most staff agree with this!

Jen attended the Wabash Valley Catalogers discussion group in February. Various topics were discussed, but the discussions about Circulating MP3 players, Contentdm software training, graphic novels, and AV materials were the most valuable for her.

Jen has been working hard to coordinate the next Indiana TLC user's group meeting. These meetings are for library staff who have TLC as their automated system. The meetings provide a forum for discussing various issues with TLC-challenges, successes, concerns. Usually a TLC representative also participates in these meetings, but for some reason this year TLC is not sending anyone out. Jen is disappointed, and depending upon how things go at their March 8 meeting, she may express her dismay to TLC.

Jen has been a huge help to me as we tweak, and in some cases rewrite, the Director's Monthly Report Procedure. Lynn and I created this procedure a few year's back, but the procedure needed to be updated and edited for clarity. The finished product is very useful and a big help to me as I prepare your monthly board packets each month.

DeMotte Library News

Luz, Evie, and the Teen Advisory Boar have come up with a plan to create more appeal in our Teen Room. The fun carpet was a good start last year, but this year they plan to purchase new decorations with gift fund monies and new signage for the room since teens prefer to be called teens instead of young adults. If budget allows they will replace paperback racks with shelves and replace the current chairs with something more teen oriented in 2007. This is in keeping with our long range plan.

Jill has created a list of community training opportunities and placed it in DeMotte's Ready Reference Notebook. This will be updated quarterly.

Upon request from Oak Grove Retirement Center, Evie had breakfast with the seniors, read to them, and shared some history on Valentine's Day. What a neat outreach activity!

Kim had a whopping 16 people attend her book discussion, and that was minus 5 regulars. She reports that it was a lively discussion.

Rensselaer Library News

The big news is that the carpet project is complete! Patrons and staff like the new look. For the most part the project proceeded smoothly and quickly. Carpet installers were very attentive to addressing and fixing any concerns as soon as they were pointed out. Linda did an excellent job of evaluating their progress each day and pointing out unacceptable or worrisome work. The end result is

lovely. The toddler loft, adult magazine area, Teen room, and incredible tiling around the circulation desk are outstanding. The library has a great ambiance, though now Linda sees a need to paint! The furniture movers did an excellent job of moving nearly everything in our library and putting it all back again with ease.

Staff participated in a variety of training opportunities in February. Kathryn attended a Digitization Workshop. Susan and Lisa attended a Scholastic Book Fair workshop. The Spanish class took a field trip to W. Lafayette. They visited the new public library (which is beautiful and gave them great ideas!), a Spanish market, and a Spanish restaurant. They were given an opportunity to practice their newfound skills in speaking Spanish in a real life setting. We conducted this field trip during carpet installation which allowed staff to make good use of their time while their workstations were disassembled.

Rensselaer held their first Beginner Tai Chi Class with a great turnout. There was so much interest in this program that they are holding another class in March. AARP tax assistance began on February 1. During the carpet project the First Christian Church allowed our volunteer to meet with patrons at the church so that tax assistance would not be interrupted. We also help some youth programming at the Carnegie Center.

Susan has been weeding heavily in the children's area. Her shelves look very tidy and clean. This always leads to improved circ stats as patrons are better able to browse the collection.

Susan submitted a grant request for Summer Reading Funds to REMC and began redecorating and reorganizing the Teen area with assistance from Tess, a Rensselaer clerk.

Wheatfield Library News

A local family made use of the meeting room for a baby shower in February. They were very pleased with the meeting room facilities. Many of those in attendance came into the main part of the library and looked around the building and at the art wall display. They were very impressed with the look and how comfortable it is. There is no better advertising that this!

A few Rensselaer patrons made use of the Wheatfield Library during the carpet project.

It appears that someone tried to hotwire a minivan in the library parking lot during a story time session in February. When our patron returned to her van after the program, her van wouldn't start and there were loose wires hanging out. The van remained in the lot overnight and the police were called.

During the month of February Ryan Musch displayed black and white photographs on the art wall. They were very well received.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

Director's Report
March 2006

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Policies for Review: The policy committee has reviewed and recommends changes to the Personnel Policy. Many of the changes indicated are simply for the purposes of clarification. We found that staff were sometimes misinterpreting the language. In regards to the wording about percentage of annual increase (in the salaries section) it seems better to keep this general and not include specific % amounts. On the salary schedule you will notice a position has been added, assistant to the business manager. This is to reflect the position created in the latter part of 2005. It was never added to the personnel policy even though someone was hired for this position in 2005. In addition the policy committee recommends raising the starting salary for the classification of Business Manager by 50 cents. The person in the role of business manager has a tremendous amount of responsibility. We expect our Business Manager to handle financial records (accounts payable/receivable, payroll, investments, etc),personnel records, benefits administration, supply ordering and inventory, and general office and secretarial duties. If we had to hire a new Business Manager, a higher starting salary would hopefully increase our job pool. (See R 10) **If you approve the Consent Agenda items you will approve changing the Personnel Policy as noted.**

OVGTSL Workshop: The annual Ohio Valley Group of Technical Services Librarians (OVGTSL) Workshop is coming up May 11-12, 2006, and Jen Douthit has requested permission to attend. This is a very good conference, and this year one of the programs is on digital collections which is very timely as we continue work on our General Milroy Digitization Project. **If you approve the Consent Agenda items you will approve Jen Douthit attending OVGTSL.**

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

General Business:

Annual Report of Technical Services Librarian & Systems Administrator: Jen Douthit and Sheila Maxwell will present their annual reports at the April board meeting.

Wheatfield Roof Update: As requested on April 6, 2006 a 10' x 10' section of shingles will be removed from the Wheatfield roof in the location designated by

the board. Gough, Inc., Gluth & Son Roofers, Troyer, Charlie Spurgeon, and a representative from the shingle manufacturer will be present. If no problems are found cost for this inspection will be $560. Board will learn the results of this inspection at their April board meeting.

Capital Projects Fund: Jasper County Council approved our Capital Projects Fund Plan 2007-2009 at their March meeting. After the meeting I began the process of submitting the plan to the Department of Local and Government Finance (DLGF). There are certain things that I must submit to them, one of the items being proof of publication for public hearing from the County Council. I gave the Auditor copy for this ad on February 22, and it was their responsibility to submit. As of March 31I didn't have the proof of publication in my files so contacted the auditor's office who could not find it in their files either. They contacted the Rensselaer Republican only to learn that the Republican failed to run the legal ad. I had checked with the auditor's office on March 15 about the ad, and they confirmed that they had advertised for the hearing. Obviously they had submitted the ad but never checked the paper to make certain it had run. That is very disappointing. We have requested an affidavit from the Republican indicating that they made an error. I contacted DLGF on March 31 and again on April 3 regarding next steps. I was told two times that *probably* the affidavit from the paper would be sufficient to replace proof of publication for public hearing from the County Council. In my mind '*probably*' isn't quite good enough, and I expressed that. (The individuals giving me this advice are not the ones who actually approve CPF. The Commissioner does that.) DLGF suggested that I contact the auditor and have her run the public hearing legal advertisement again, and appear before the county council again at their April meeting, explaining that our return trip is due to the paper's error and our desire to do things correctly for our taxpayers. That is how I will proceed. The library did all that we were supposed to do, as did the Auditor's office (except for making certain that the ad was actually in print). We will move forward from here.

Budget Workshop: The 2006 Public Library Budget Workshop will be held Tuesday, May 16, 2006 at the Lake County Public Library 9:30am-3:30pm Indianapolis time. Gail and I will be attending. The Department of Local and Government Finance and State Board of Accounts will be discussing laws affecting the budgeting process and other aspects of public libraries. Library trustees are welcomed to attend. If you wish to attend, please let me know, so that we may get you registered.

Brick Repair Needs at DeMotte & Rensselaer Libraries: The brick seating areas near the flag pole at the Rensselaer Library are in need of repair. Freezing and thawing have led to cracking and loose bricks. We first noticed this problem late last year at the Rensselaer library, and our maintenance man did some simple repairs, but the problem has worsened and needs attention by an experienced mason. There are some decorative brick posts near the outside stairway at the

DeMotte library that are in need of repair too, but the brick benches are in far worse shape.

Technology Plan 2005-2007: We review our Technology Plan progress once each year. We report to you and indicate which things we have accomplished, which things we have abandoned, and which things are ongoing. Please refer to R 25. You will need to approve our progress with the Technology Plan 2005-2007.

Advanced Tax Draw Resolution: In February we heard a rumor (via a library listserv) that there could be a delay in the 2006 spring tax collection season statewide. I called our auditor, and she hadn't heard that rumor, but to be on the safe side we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

PERF Resolution: Because we have added the Assistant to the Business Manager position we suggest adding this position to our existing PERF resolution. This is in keeping with the categories already approved. You need to pass a resolution to approve adding the position of Assistant to the Business Manager to our PERF resolution.

Wheatfield Library Meeting Room Request: A bible study group has been meeting on a temporary basis on Wednesday evenings in the library meeting rooms, large and small. They wish to make this a more permanent arrangement, and we must have board approval to allow them to do this on a regular basis. They have written a letter requesting regular use of the room on Wednesday evenings. I will bring this letter to the board meeting. Diana and her staff do not object to this regular use of the meeting room. You will need to vote to approve the bible study group using the room on Wednesdays.

Director's Report

We received money from the Jasper Foundation this month. We received $200 from the JCPL Fund in Memory of Bonnie Powell and $1800 from the Ralph W. Fendig Fund. We plan to use this money to fund a portion of PC Management, computer reservation software that we discussed at the February board meeting.

You will notice a new statistic on page R5 **In House Use Items**. I have asked staff to count those items that are used in the library but not checked out or removed from our libraries each month. Many of our resources are used in the library, but our circulation statistics do not reflect this use. As we defend our relevance in our communities it is important for us to count all use, and we had been missing this count. The procedure that we use to collect this data allows us to attach a statistic to items used in the library but not checked out. This becomes important as we consider items for weeding. If an item remains on shelf for 3 or more years without being checked out it is a candidate for removal

from the collection. However if we recognize that it is being used in the library we will be more inclined to hang onto it. This count will reflect such things as magazines and newspapers read on site, a small child enjoying a picture book, students using print reference materials, a genealogist searching through old city directories, etc.

Linda, Rebecca, and I collaborated on our User/Non User Survey this month. As a part of our Long Range Plan we survey our users and non users every other year. I have placed a copy of the survey in your packet for your information. Please see (R 32). We will survey in April. Target groups will be seniors, home school parents, elementary and middle/high school students, parents of preschoolers, college students, adults, and business owners. A staff team has been assembled whose role it is to compile data and make a report to the Management Team in June. The information we collect will be invaluable to us as we consider new and existing services. We have created a Spanish version of this survey and will make the survey available via our website.

Rebecca invited me to attend her March staff meeting this month. I enjoyed sitting in and answering some questions about system related issues. I also attended her March Friends of the Library meeting which has helped me get better acquainted with the citizens of DeMotte.

I worked with Renee to update our User Guide this month. We give this guide to our new patrons when they register for a library card.

I have begun to review and edit Management Guidelines. These guidelines are a resource for managers on a variety of topics: personnel issues, purchasing, required reports and meetings, budgets, etc. Many of these guidelines are based upon board policy so keeping them current is imperative.

At our monthly Management Meetings we discuss Long Range Plan progress, both as a tool to brag about what we have accomplished and to hold us accountable to the tasks we are committed to completing. Accomplishments or works in progress to date include: user/non user survey, discussion of building space needs at staff meeting, consideration of YA room appeal, planning staff development session, Technology Plan review, reference quizzes, in-house staff training sessions planned and implemented, discussed changes needed to make buildings more accessible to persons with disabilities, adult/youth program plans determined for year, discussion of collection needs at monthly staff meetings, reader's advisory booklists created, authority file clean up, series spine labels created. If you wish to know more about any of these topics, please let me know. We are making tremendous progress on our Long Range Plan.

Our newsletter has a new look. We wanted to change the look of our Community Connection and change some of the content as well. I will provide a copy for each of you in your monthly folder at the board meeting.

System Administrator News

Sheila attended Computers in Libraries this month. She reports, "CIL was excellent again this year! I came back with so many exciting ideas, and I can't wait to try them out! Some of the buzz words: Millenials (born between...1982 and 2001), library 2.0, web 2.0, MySpace, Facebook, RSS, and podcasts. Some of the other topics: instant messaging, wikis, blogs, text messaging, wireless, and mobile devices." Sheila continues, "This is the first year that I have taken the time to go through all of my CIL notes right after the conference. It was very beneficial as I have already tried a couple of things mentioned at the conference."

Sheila and Loretta configured and set up 1 new Wheatfield Multi-Use PC, 6 new DeMotte staff PCs, 3 new DeMotte Circ PCs, 2 new Rensselaer Circ PCs, 4 new Rensselaer staff PCs, 1 existing YA PC for Multi-Use, 3 existing PCs at DeMotte for Multi-Use, and 1 existing PC at Rensselaer for Multi-Use. Sheila reports, "Whew!" Staff really appreciate how hard they have worked to get these machines ready to roll.

Sheila spent 2 ½ days on the phone with CMS to get our PC Management software installed on the 'servers' and patron kiosks. CMS initially gave her the impression that it wouldn't take much of her time-ha! The system is very complex because of the flexibility it offers. Sheila thinks it's going to be great for the staff once it is finally in place.

Technical Services News

Jen attended the Disaster Recovery Workshop with me this month. She reports, "This was an excellent workshop and a huge eye-opener for me. We have a lot of work in front of us in order to have the procedures in place to handle a wide-scale emergency." I agree and have this high on my list of things to do.

Jen coordinated and attended the March Indiana TLC User's Group meeting. It was not as successful as previous meetings, due to the way TLC handled their end of things, but those in attendance managed to have a lively morning discussion which was beneficial to all. Jen always comes away with great ideas. Nearly 20 people attended, representing 9 libraries around the state. There are now 19 TLC libraries in Indiana.

Jen devoted some time this month to determining how to place our user/non user survey on our website. This is the first time we have done this.

Jen spent a lot of time working on the Milroy Digitization Project this month. She feels like we are making progress. You will hear more about this during Jen's presentation at the board meeting.

DeMotte Library News

Rebecca reports, "Judy Crawford's art display has wowed our patrons."

Evie and her teen advisory board members made the front page of the KV Post. The kids were thrilled. The teen advisory board offers advice on programming issues, YA room appeal, and any other issues affecting our teenage patrons. It is very helpful to have input from teens as we try to provide services to this sometimes elusive group!

Nicole is trying a new outreach activity (with the help of a volunteer). DeMotte receives lots of nice paperbacks as donations. Some go into their Free Read collection, some go to their book sale, and they still have plenty left over, so Nicole put together a Free Read basket to be placed at the KV Health Club-a volunteer delivers the basket and restocks as needed.

In addition Nicole reads to two separate groups at Oak Grove. The nursing home patients like to listen to a book and then discuss it. The Alzheimer's patients simply enjoy being read to.

Rebecca enjoyed PLA. Her favorite sessions were Online Reader's Advisory (she would like to see JCPL implement) and Managing Facilities for Results. She enjoyed spending time with those who attended.

Rensselaer Library News

Linda was very busy this month attending meetings: ILF Disaster Planning, Learning Network Grant Committee Meeting, and PLA. Linda enjoyed PLA. She reports, "It was great! I enjoyed getting better acquainted with Sue Deardorff, Susan, Rebecca, and Luz. This was my first PLA Conference, and very informative. Thank you for allowing me the opportunity to attend."

Kris Mays visited the Senior Center at the invitation of the new activities director. They were having an author visit, and Kris offered to sign folks up for library cards. She didn't have any takers at that time (we had devised a simple plan for offsite card registration). However she will begin visiting the center once a month to read aloud.

Jack Standish, our Janitor/Maintenance Man, was out the entire month of March. He got a bad case of flu that had him in the hospital for a time and then recuperating at home. He plans to return to work April 13. Linda had to rely upon a very few substitute janitor hours to clean the library each week. The substitutes did just the basics with staff emptying trash cans and attending to little tasks that kept our building looking presentable for the public. This is a difficult situation to deal with as our budget won't allow us many extra emergency janitor

hours and we continue to pay the regular janitor wage via sick time. We managed.

Susan book talked at the Rensselaer Middle School and spoke about the Teen Summer Reading Program.

Susan enjoyed PLA and also attended an Incolsa workshop "You Want WHAT? Meeting the Reference Needs of Children" that was held at the Rensselaer Library at the end of March. Lisa Davis attended this workshop too. They were very impressed with the presenters.

Wheatfield Library News

Computer Classes were offered using the portable computer lab. Sue Wells, a volunteer instructor, offered Internet training. Evaluations indicated that those who attended liked her teaching style and found value in what they had learned. Diana plans to offer classes again in June.

"Chicken Little" was offered as a Spring Break movie. This was the first time staff had used their new multimedia projector. The large screen in the small meeting room shows off the movie well, so things went well.

Diana reports," We had lots of kids in on the computers over Spring Break. Some are regulars from last summer, but there are a number of new ones. That can get busy and noisy at times; a preview of summer."

Diana continues, "We had two businessmen in this week that asked if we had Internet access, and then, if we had wireless. They were very pleased to have it available, and were here a couple hours doing work at a table. They stopped at the desk afterward and praised our library and said now much they appreciated being able to work there. They were from Cargill, which has the grain elevators in town."

The Friends are going to be selling a cookbook this summer and are busy collecting recipes. They are very enthused about the project, and it will be a great fundraiser. It is hoped that they will sell the cookbooks at the September Sandhill Crane Festival.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

DIRECTOR'S REPORT
APRIL 2006

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

Workshop Attendance: OCLC & OhioNet are sponsoring a ContentDM Users Group Meeting in Columbus, Ohio on June 1, and Jen Douthit has requested permission to attend. This would involve an overnight stay in Columbus, but Jen has a friend in the area that she hopes to stay with to eliminate a hotel expense. Workshop fee is only $25. This training is very relevant now as we use this software for our Milroy Digitization Project and are still learning the ins and outs of the software. Neither Indiana State Library nor Incolsa offer such training. **If you approve the Consent Agenda items you will approve Jen Douthit attending the ContentDM Users Group Meeting.** Kris Mays has requested permission to attend the Indiana Online Users Group (IOLUG) Spring Program on May 19 in Fishers, Indiana. We usually send one staff person to the fall and spring sessions. Kris is one of our computer troubleshooters, so this training is relevant to her job responsibilities. This training session will provide information on ways to enhance our library's technological presence and inform users about new technological tools. Registration fee is $50. **If you approve the Consent Agenda items you will approve Kris Mays attending IOLUG Spring Program**.

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

General Business

Wheatfield Library Roof: I have received written reports and pictures of the Wheatfield roof inspection from Tom Echterling. I will bring these to the May board meeting for your review.

Wheatfield Library Warranty: Our building warranty expires May 20, 2006. I spoke with Bill Ponko of The Troyer Group to find out how we proceed with wrapping things up. According to Bill the only thing we need to do is send a letter to Gough regarding anything that has deteriorated or is not working properly. We have been working with Gough all year as issues crop up so fortunately there isn't much left to report to them. Issues that remain to be resolved include missing ajuga plants in our landscaping (It is the landscaper's responsibility to replace.) and a quirky front door that is not latching properly. The only other matter to sort out is the issue of the discolored stone and sidewalks. J & N Stone has determined a method for cleaning the stone in factory. They will be on site the week of May 1 to try a test spot on our building. If the process works they will be in touch with me regarding the cost to restore the discolored stone. I asked Bill Ponko if anyone should be held accountable for this problem, and he feels

that this is gray area. The landscapers should have adjusted the sprinklers to make certain that they weren't spraying the building, but it was the hard water that caused the discoloration. In addition Bill wondered how long the sprinklers were allowed to spray the building before the landscapers were contacted to correct. Bill suggested that once I have a quote in hand regarding the cost to correct that I contact Tom Echterling of Gough to discuss what is practical.

Wheatfield Library Art: Wheatfield staff has selected two art pieces for the children's department. Christina Rost and Mary Van Soest are the artists of the selected pieces. Diana will be attending the May board meeting and will bring pictures of what has been selected.

Director Review: You will be doing my evaluation at the June board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a self-addressed stamped envelope for you to use to mail this evaluation form to Mari Anne who chairs the Director's Evaluation Committee. Mari Anne will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the June meeting. At the June meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Mike Crawford and Sue Deardorff also serve on this committee.

Director's Report

Gail is requesting $5 from each staff and board member to replenish our flower fund. It has been 14 months since she collected for this fund. This money is used to send flowers, balloons, cards, etc. to employees and board members in the event of a serious injury, hospitalization, or death in their immediate family. Checks should be made payable to Jasper County Public Library Flower Fund. Cash is also acceptable. Please turn your money in to Gail if you wish to contribute.

County Council did reapprove our Capital Projects Fund at their April meeting. They recognized the error on the part of the Rensselaer Republican and reapproved with little discussion. I have received an affidavit from the newspaper in regards to their error. I will be submitting all the necessary paperwork to the DLGF which is the next step in the process.

We are in the process of obtaining quotes for the Rensselaer brick project. We have received one quote so far, having requested several. We will keep you posted as to the status of this project.

Long Range Plan/Technology Plan Update-The Management Team discusses progress at their monthly meeting. At the April management meeting we noted

that we have added PC Cop software and continue with Multi-Use computer implementation. Homepage Committee selected/evaluated useful websites to link to JCPL page. We investigated phone tree software which could be used to alert patrons to overdue items and library programs, and we created a Tips and Tricks Procedure for staff to assist with computer troubleshooting issues.

I attended the Indiana Library Federation Conference and particularly enjoyed the Keynote Address, Do They Hear Us Now, presented by Cathy DeRosa. OCLC surveyed nearly 300,000 people on their perceptions of libraries. During the Keynote Address Cathy discussed some of the survey findings. She shared many important tidbits, but the take home message was that libraries are well thought of and do well with product quality and accuracy, but in general they rank poorly in the areas of ease of use, convenience, and speed. I also attended a session on Legislative Hot Topics. ILF Legislative Advocates report that a major theme was and will continue to be how to curtail property taxes. Mitch Daniels is on an efficiency kick, and state agencies are being impacted. Libraries cannot ignore the idea of efficiency and should be prepared to prove their worth. Legislators do not know nor understand all that libraries do. We need to tell our story, and make sure that legislators realize we are not just bricks and mortar, books, and story time. We need to promote the value of libraries and how technology weighs in. We must be in touch with our legislators. I have met our legislators and have emailed them about issues that concerned me this year. They seem to understand the value of our libraries and support all that we do. I also attended a session on the USA Patriot Act. Revision time rolled around this year, but there were very few changes.

I also attended an INCOLSA Board meeting this month and conducted a department head meeting. My goal is to hold these meetings quarterly or as needed.

System Administrator News

Sheila is looking forward to having Michelle Evans as her Systems Specialist beginning May 9. Sheila did a great job moving through the hiring process, and is doing a great job with personnel-related tasks. She is very attentive to detail and following our hiring procedures and practices to the letter.

Sheila presented an overview of the Computers in Libraries conference at her Automation Counterparts meeting in April.

Our Rensselaer Novell server has been creating lots of headaches for Sheila this year and things became critical in April. Low drive space, backup issues, licensing issues, and a host of other problems were creating many headaches. Sheila attempted to work with Chesters to try to fix our problems but they were unable to help. She contacted Roeing Corporation in Lafayette who immediately

began to work with her on the problem and set up a date to reconfigure our server which was essential. Sheila was extremely impressed with the speed with which they tackled our issues and resolved them. The project was the smoothest and quickest she has ever experienced with something so big.

Technical Services News

Jen's main focus this month was the Milroy Grant/Digitization Project. She is cataloging items in ContentDM software so that patrons can access digitized images via our website. This is a very complicated process with many issues to work out, and the software is new to us, so she has to learn as she goes. She enjoys the challenges of this project, but on the flip side she has had some stressful days as she works through the process. She is doing a great job with this very big project.

Tech Services cataloged 150 items this month, deleted 1817 items that had been withdrawn, and deleted 1649 unnecessary authority records.

Mary Molenaar attended the ILF Conference.

DeMotte Library News

Luz and Evie attended Kindergarten Registration, taking applications, booklists, and other items to encourage families to check out what the library has to offer.

Their first Spring Festival was a big hit. They estimate that over 200 people attended. They offered a lot of fun activities for all ages, and the event was well covered in the KV Post. They plan to make this an annual event.

Evie organized a Poetry Wall in honor of National Poetry Month. Over 100 poems were received from the middle school age bracket and over 20 were submitted by adults. DeMotte has celebrated National Poetry Month with something special for the past 3 years, but this event has been the most successful.

Rebecca was out most of April due to knee surgery. She has been working shorter days at the library and doing some work from home as she recuperates.

Rensselaer Library News

Linda reports that staff worked diligently to get as many responses to our user/non user survey as possible. They have received approximately 300 surveys. They left surveys at local hair salons, laundromats, small businesses, St. Joseph's College, local schools, and grocery stores. Now they will began the arduous task of tallying survey findings.

Rensselaer staff and patrons are very enthusiastic about PC Management. Patrons immediately got the knack of how to use the software and find it to be very user friendly. They like the independence it affords.

In addition they had a patron using our wireless service in the library and he commented that it is "great and he had a fast connection."

Lisa Davis, Susan Engelmann, Kris Mays, Sharon Schulenberg, and Kathryn Weed all attended ILF this month.

During "Turn Off Your TV Week" Linda offered a program on bracelet making that was so well received she will be repeating it in May.

Wheatfield Library News

The Friends met this month to finalize some decisions with the cookbook they are creating. This is a fundraising project. They donated funds for Rachael's permanent lapsit storytime collection.

Diana keeps very busy with facility management issues and is looking forward to celebrating the one year mark in her building. She reports that there will be a subdivision built to the west of the library with a road to the south of the library. The owner of the small strip mall plans to add more businesses. This is a time of growth for the area.

Rachael had an Easter themed evening story time session and an Easter themed after school program with crafts. Carolyn DeVries, Wheatfield clerk, assists her with some of her youth programming. Rachael appreciates her help. Rachael also attended Kindergarten registration at Wheatfield Elementary.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Director's Report
May 2006

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: The Policy Committee has reviewed the Games Computer Policy and the Study Room Use Policy. No changes are recommended to the Games Computer Policy, however the Policy Committee does recommend changes to the Study Room Use Policy. We do have study rooms available in all of our libraries now (The old Wheatfield Library did not have study rooms.) The remaining edits were recommended to tidy up the wording and consistency of terms. (See R 10) **If you approve the Consent Agenda items you will approve changing the Study Room Use Policy as noted.**

Workshop Attendance: Rebecca Gibson would like to register Jill Tachtiris and Marlene Beedle for an online workshop entitled Online Innovation Institute Extravaganza offered by Alliance Library System. Cost to participate is $25 per person. This is an online workshop so no travel is required. Workshop will be held June 15. Presenter is Michael Stevens, librarian and technology expert. Training topics are Weblogs & Libraries, Instant Messenging: Do You IM?, Social Software: a Survey of Web 2.0, Creating Staff Buy in For New Technologies. Jill and Marlene are computer troubleshooters for DeMotte Library and serve on our New Technologies committee. This training is relevant to their job responsibilities. Susan Engelmann has requested permission to attend a 2-day workshop in Franklin, Indiana. Session One is entitled Every Child Ready to Read @ Your Library and will be held August 3. Session Two is entitled The Fun and Facts of Early Literacy: Communicating with Parents Through Storytimes and will be held August 4. Presenter is Saroj Ghoting, National Every Child Ready to Read Trainer and author. Susan is our Youth Services Specialist so this training is relevant to her job responsibilities. Cost to attend is $65. The library will not incur hotel fees as Susan plans to stay overnight with a friend in Indianapolis. **If you approve the Consent Agenda items, you will approve Jill & Marlene registering for the online training session and Susan Engelmann registering for the two-day workshop.**

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

General Business:

Director Salary 2007: As per Board and Administration Monthly Tasks, Director salary for 2007 is determined in open session.

DeMotte Library Meeting Room Request: The Cross Roads Ministries has requested weekly use of the meeting room effective immediately. Group size is approximately 60-70 people so they would need the use of both meeting rooms. Currently the dates and times requested (Sundays 9am-12:30pm) are open so they have been tentatively penciled in pending board approval. According to the Meeting Room Policy "groups wishing to hold regular weekly meetings must obtain permission from the Board of Trustees and may be charged a fee." A similar request was made at the Wheatfield Library in April. In that instance, as per the April Board Meeting minutes, the Board moved to allow the requesting group to use a meeting room for their weekly meetings for a period of three months. After that 3-month period future requests were to be handled at branch level.

Wheatfield Library Warranty Expiration: In your board packet you will find the letters I mailed to Gough, Inc. regarding outstanding warranty issues for the Wheatfield Library. In addition you will find his response to my letter. Most issues have been resolved to our satisfaction. In regards to the discolored stone, Gough does not feel that "the discolored stone or concrete is a warranty item. This was not caused by any construction process, but is from the iron content of the owner's own water supply." I have expressed both in writing and verbally that the library board feels differently. I also called Ed Dumas, the attorney who has assisted us with some of the legal matters with the Wheatfield project, and he told me that to pursue this issue legally would cost more than the cost to restore the stone. Jack of J & N Stone has been on site to determine restoration options which range in cost from $1500 to $5500 depending upon which option we pursue. I will explain our restoration options at the June meeting. (See R 11-R 13)

DeMotte & Rensselaer Library roofs (status report): This spring I asked our janitor/maintenance staff to evaluate the DeMotte and Rensselaer Library roofs. We do have some damaged shingles at DeMotte (I will bring photos to the board meeting). Opinion is that while the shingles are damaged, they will continue to do their job. There is not enough damage to let water in. There are no apparent leaks or other interior problems presenting themselves at this time. According to Jack the Rensselaer roof looks good for its age. We do have 4 places that tend to leak-2 on the east side and 2 on the west side. All are located in valleys near windows. Two times per year (spring and fall) Jack caulks the valleys with roof cement to keep leaks at bay. Some roof caps have blown off, but Jack has them and will put them back on. We do not have any extra shingles. The roof is in decent shape and will probably be good for two more years at least.

Rensselaer Library Brick Repair: We have received two quotes for this repair, $1500 & $1600 each. The vendor with the lower quote does not have time to do the work, so passed on the job. We will go with the $1600 quote. Both vendors recommended a concrete top for each bench, to prevent water going down through the bricks on top. If this meets with board approval we will allow the vendor to do this. Since this is a permanent change to the existing construction I am seeking board approval to proceed.

Director's Report

I spent most of my month wrapping up the Wheatfield building project. I did host a Northwest Indiana Director's meeting and attended an Indiana State Library budget workshop at the Lake County Public Library. I also attended a DeMotte Friends of the Library meeting at Rebecca's invitation.

My favorite workshop this month was Incolsa's RFID in Indiana, Are Indiana Libraries Ready? RFID (Radio Frequency Identification) is a rapidly developing field and is being utilized by many businesses and organizations, including libraries. RFID can be used as a sort of security system, but also becomes a tracking system allowing for more efficient tracking of materials throughout the library. Easier and faster check-in/check-out becomes a reality. Inventory and materials handling becomes much faster and more efficient. There are some Indiana libraries who have adopted this technology, but it is an expensive endeavor. I do not see a need to implement this technology at JCPL at this time, however, it is quite likely that within a few years as the cost for the tags drops and the technology evolves, that this will become a normal mode of operation within libraries and something we will want to consider implementing.

We have received a $1000 REMC grant. Susan Engelmann applied for this grant on behalf of the children's department for each of our libraries. Monies will be used to purchase tote bags for all three libraries as a Summer Reading prize for participants. We are not allowed to purchase program food or prizes out of our operating budget. Assistance like this allows us to reward those who attend and participate in our events.

We requested and received a 30-day extension on our LSTA Digitization Grant. This project involves our Milory collection and started in June of last year. We requested the extra month to allow us more time to finish the objectives of the grant. The extension was easily acquired and much appreciated. It did require some paperwork and a signature by Mike Crawford, board president. There are no penalties for seeking an extension.

The farmer who works the field adjacent to our library encroached upon Wheatfield Library property and damaged a portion of our irrigation system. Cost to repair was $205.64. I contacted Ed Dumas for advice on how to proceed. He suggested that I send a letter on library letterhead in regards to the damage. I

sent the letter on May 23, 2006 along with a copy of the bill to repair and asked the farmer to pay for damages. If he does not respond to the letter or pay the bill I will contact Ed again, and he will contact the farmer on our behalf.

We have added a database called Legal Forms. Our subscription is tailored to Indiana, and there are other versions of it for each state. Many patrons turn to us for legal forms. This will be a valuable tool to assist patrons with their needs.

System Administrator News

Sheila, Marlene, and Glenda attended the NICCL meeting regarding the Indiana Roots website. Marion Library hired Chester to create a program that will allow staff to input genealogical information and be accessible to patrons via the web. Chesters gave a demo of the software and answered questions. Everyone liked the software and would like to use it. There are some legalities and funding issues to work out before interested libraries can implement.

Early in May Sheila had to reboot the Rensselaer Novell Server. When it came back up, we had many problems. Sheila worked with Roeing to fix it. For some reason, the file that starts all of the necessary software on the server as almost completely empty. They used a copy we had from before RPL1 was reconfigured to get it going again. Neither Sheila nor the folks at Roeing have any idea why this would happen, but hopefully it won't happen again.

Sheila began working on the 2007 budget. The needs are much greater than our budget will bear, so there is much paring down to do.

Technical Services News

Jen prepared and offered a Technical Services Workshop for interested staff this month. For the first 90 minutes Jen and Peggy (Tech Services specialist) spoke and answered a lot of questions. At the end of the session participants tried their hand at 3 tasks: processing books, stamping pockets, and opening boxes and pulling order slips. There were 3 stations and after 10 minutes the groups rotated. She even had a timed competition with a box of chocolates as a grand prize. She is looking forward to doing this workshop again and thinks it would be good for all management staff to attend, helping them understand the reasons behind the things they are asked to do. Participants asked really good questions and enjoyed the session.

Jen attended the Ohio Valley Group of Technical Services Librarians. This is always one of her favorite conferences because it deals with Technical Services issues. This was another stellar conference.

The Milroy Grant is in full swing. At the writing of this report Jen has added metadata for just over 80 documents. She gets faster the more she does it. Her

goal is to catalog 40-50 documents per week. She will be able to catalog what is required for the grant by the end of July but work will continue past that date as she finesses and finishes the project.

DeMotte Library News

Darlene DeVries is donating her time and talent to create 4 unique seasonal landscape quilts for the library. The Friends are donating the funds to purchase the materials. The quilts will hang on the wall behind the front desk-we will rotate them on a seasonal basis.

Patrons are thrilled that we now have multiuse machines. Rebecca imagines that Internet and database use statistics will increase.

Evie attended the Jasper Foundation's Annual Dinner Banquet. She thanked them for the grant money received and spoke about the benefits of the Ingles Sin Barreras set purchase with that money. She enjoyed meeting the movers and shakers of our communities.

Nicole continues to plan a nice variety of adult and senior programs. She's enjoying her new group at Oak Grove. She and the nursing home residents have had interesting discussions about the Great Depression, Charlies Lindbergh, and JFK. She continues to read to the Alzheimer patients.

Rensselaer Library News

An American Blaze maple has been planted in the front lawn, centered in front of the window to the children's department. Eventually this tree will provide much-needed shade, and with its autumn colors will add a nice touch to our property.

A Tai Chi program continues to have a great following and will be offered again next month. Due to demand Linda held a second bracelet making program. Prairie Arts co-sponsored a Bill Oates author program at the library. 24 people attended, and the presentation was great!

Lisa Davis tendered her resignation this month. Her last day of work will be June 29th. She is moving to Indianapolis, and she will be sorely missed by all.

Susan and Lisa visited Van Rensselaer and Monett Elementary schools to promote their Summer Reading program.

Michelle Evans (Sheila's system specialist) and Susan created a Geocache for the library. They named it 'MelDew' in honor of Melvin Dewey. It is registered on an official Geocache website and has been visited 3 times already. A Geocache is rather like 'buried' treasure that people locate with specific coordinates using their GPS. This is becoming a very popular activity and encourages people to

locate our library in a very unique way. We have a log book inside the cache where people can record a message for us if they wish. It's fun to see who finds it. Ours is not buried—it is hidden beneath a shrub on the west side of the building.

Wheatfield Library News

This was the month for their one year warranty expiration so Diana kept busy attending to some of those details.

Rachael has been very busy with the children's programming this month. She had a very successful first time Lapsit Program. Parents have rave reviews of the program, and the children were very good during the sessions.

Rachael will be having a YA volunteer training program. They will help with summer reading. Wheatfield has never used volunteers, so this is a new endeavor.

There has been a fantastic response to our computer class offerings. Basic Computer and Word, Basic Internet, and Tables and Charts in Word are the titles of available classes. The community really appreciates having free instruction.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
June 2006

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for Board review: the Harassment Policy and the Reciprocal Borrowing Policy. Gail and I are still editing the Harassment Policy, reacting to some new information that was included in the July 2006 Indiana Employment Law Letter. We intend to have an edited policy for your review/approval in August. Staff recommends minor changes to the Reciprocal Borrowing Policy. They recommend deleting the section on in-house use because it seems unnecessary. Anyone who visits the library is able to use books and other print resources in-house without limitations. We added 'the Internet' to the PC section because it was not already noted. **If you approve the Consent Agenda items you will approve changing the Reciprocal Borrowing Policy as noted.**

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

General Business:

Technology Plan 2008-2010: Sheila and I have completed a Technology Plan for 2008-2010. At the end of 2006 Sheila will be applying for grant monies, referencing projects and needs for the calendar year 2008. Because of this we are required to have a Technology Plan 2008-2010 in place, approved by both the Board and the State Library, prior to application. Our Technology Plans are reviewed and edited and approved by the Board annually based upon changing needs so even though this plan is far reaching, there will be opportunities to edit and approve revisions. At this time I am seeking approval of the Technology Plan 2008-2010 as it is presented in your Board packet.

Janitor/Maintenance Position at DeMotte Library: At the March Board meeting you approved our hiring Dusty Beedle, husband of DeMotte Library Specialist Marlene Beedle, for this position. Dusty has resigned. Rebecca wishes to hire Joe Zellon, husband of Kathleen Zellon, DeMotte Clerk, to replace Dusty. We budget 2.5 hours per week for this position, so his hours would be limited and irregular, dependent upon Rebecca's needs. Our staff handbook indicates that "close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the Board for a person employed on an irregular and very limited basis." If you do not object we will allow Rebecca to hire Joe Zellon as DeMotte Library substitute janitor.

Approval to Close DeMotte Library (during Arts & Crafts Festival, August 12): Traditionally the DeMotte Library has always been closed during the annual Friends of the Library Arts & Crafts Festival. This year the Chamber of Commerce is sponsoring this event. The DeMotte Friends of the Library are no longer sponsoring the Festival. Rebecca has requested that the library be closed this day. During the Festival Birch Street is closed from 7:30 am until 3 pm. Halleck Street is basically closed from 7:30 am until sometime after 12 noon (for first the race and then for the parade). Rotary uses the back parking lot for refreshments for the Ramble runners. According to Rebecca the entire area is completely congested, and it would be difficult for staff to get to work. They would have to arrive extra early to be ahead of the road closing and to get a parking space. Once they were at the library, they wouldn't be able to leave until the end of the day. In the past the DeMotte Friends have held a book sale in the meeting room even though the remainder of the library is closed. They wish to continue this practice in 2006. We need Board approval to close the library on August 12. You also need to approve leaving the foyer doors unlocked 7am-4pm to allow access to the restrooms for the runners and book sale traffic. Book sale hours would be 9am-3pm. Our restrooms would be maintained (janitor fees to be paid by the Friends). Rotary would be required to monitor the foyer/restrooms from 7am-9am and 3pm-4pm since the Friends book sale will not be open during that time. The Board needs to approve these plans. 2006 is a transition year, so there are different Festival issues to consider.

Lee Company Escrow Funds: The library received a letter from The Troyer Group (architect for the Wheatfield Building Project), indicating that the Lee Company, Inc. has requested the balance in their escrow fund be released by the library. The amount of the escrow fund is $15,680.56. Lee Company Inc. provided all of the furnishings for the Wheatfield Library. Past reviews of the punch list items have recently been completed. It is the recommendation of The Troyer Group that the library release the requested retainage to Lee Company for $15,680.56. If the Board wishes to authorize the release of the money held in escrow for Lee Company, Inc. they will need to approve a motion to release the funds.

Budget Committee Meeting Date/Time: Would you like to establish a date and time for the 2007 Budget Committee Meeting? This meeting is usually held approximately two weeks ahead of the August Board meeting at which the Board will approve the 2007 Budget for advertising.

Director's Report:

At the beginning of the month Susan Engelmann, Jen Douthit, Gail, and I visited the Morocco Branch of the Newton County Library to check out their brand new facility. We were given a grand tour and were impressed with their new library. It is helpful to know first hand what neighboring libraries have to offer. Their

services have expanded somewhat. Staff enjoys visiting other libraries to get ideas and stay in the know about Indiana libraries.

We are working out the details for our September 8 Staff Development Day. At this time we still plan to offer a half day session, closing the libraries in the morning for training. Libraries will be open 2-5pm. You have already approved this. Our agenda includes: Customer Service Tips and Tricks (we have a lot of new front end staff who have requested this training), vendor training for our Novelist database, Wikis/Blogs-a new way to share information electronically. We will also allow time early in the day for 'networking' since we are only able to be together once or twice per year as an entire staff. This will allow for informal visiting and getting better acquainted. We will invite Anthem to attend department staff meetings to present information on HSAs. We had hoped to include this topic on our Staff Development Day agenda, but ran out of time. Anthem is willing to come as needed to share this information.

Gail and I presented an Employment Law Workshop in June. We have a lot of new supervisors on board who appreciated this intensive training. Veteran supervisors appreciated the refresher course. We addressed record keeping compliance, employment forms, evaluations, interview questions, ADA (Americans With Disabilities Act), FMLA, the hiring process, worker's compensation, time sheets, confidentiality, references, and other personnel issues. I feel that supervisors have a better grasp of what is expected/required of them.

System Administrator News

Roeing performed a wireless survey at DeMotte and determined that we need 3 access points in the ceiling to cover all public areas. Sheila received a quote from them for the equipment and installation, and it was quite high compared to purchasing the equipment from CDWG and using Chesters for installation. After Sheila spoke with Roeing, they matched the pricing from CDWG and came down on hourly costs to very nearly match what Chesters would require. She prefers that Roeing do the work. DeMotte will be up with wireless for patrons by mid-July.

Sheila finished her proposed technology budget for 2007 and the Technology Plan 2008-2010 after conferring with me on future plans/needs.

PCCop has now been set up at DeMotte and Wheatfield Libraries.

Michelle created very thorough documentation for PCCop for staff, created WebBalanced documentation for staff, and updated existing documentation as well.

Technical Services News

Jen thoroughly enjoyed the ContentDM User's Group meeting that she attended in Columbus, Ohio. Several Indiana libraries ventured to Ohio for this training that is not currently offered in our state. The day was very beneficial. They were able to see some of the innovative things that libraries and archives are doing with ContentDM and learn ways that collections can be marketed once they are up and running with ContentDM. She felt it was well worth the trip.

Jen and her staff received and appreciated assistance from public service staff with processing this month. The Milroy Digitization Project has consumed Jen's time in recent weeks, and other equally important Tech Services work was falling behind a bit in her estimation. At her request we rallied the troops and got them over the hump. Staff enjoyed helping out and seeing all the new items coming through Tech.

The Milroy Digitization Project is humming along. Jen continues to enjoy the challenges of this project and feels like we are on schedule with progress.

DeMotte Library News

Rebecca reports a fantastic turnout from teens this summer for library programs.

The Buckley Family Singers performed on the Fairchild House lawn. Nicole arranged this event and the Chamber did a lot of press for it. Attendance was disappointing, however those who did attend raved about the program and were thrilled that it was offered. Rebecca sees a "partnership with the Fairchild Hosue as a golden opportunity for both of us."

As a thank you for their visits, Luz and Evie were treated to breakfast by Head Start.

Rebecca has been working closely with our lawncare people on some landscaping trouble spots. Affordable clean-up and improvements are coming. She will solicit financial aid from the Friends and a local garden club to assist with some planting ideas that the operating budget cannot cover.

Rensselaer Library News

Linda reports that a recent visitor remarked that Indiana has much better libraries than Illinois!

The Friends have added a Slightly Used Booksale Shelf near the circulation desk. This has been a big hit with patrons and generates some easy revenue for the Friends.

Lisa Davis' last day was June 29. She has been on staff for over 10 years. She will be missed. Tess Hamel will replace Lisa effective August 1.

The Summer Reading kick-off Ice Cream Social was a success. Over 50 children had ice cream and designed their own bookmark at this program. Ritzy (Jasper County Public Library's very own clown-Elizabeth Gray) entertained with stories and balloon animals.

208 children registered for Summer Reading. Youth staff altered the program a bit this year. In the past participants were required to read/check out certain material types. This year they had free choice and could read whatever they wished so long as it was age-appropriate. One mother commented that her child was reading more this summer because the specific requirements had been removed. Thursday afternoon Make It-Take It craft programs have been particularly successful.

Wheatfield Library News

Diana reports that Kristina Rost is nearly finished with the mural for the north wall of the children's room.

Summer reading programs have been very well attended. They were so well attended that Rachael experienced space constraints and asked parents to take turns attending each week to make more room for children! That is good news!

Diana reports, "I think we are a positive influence in the community, and we seem to be attracting new patrons all the time. The stone room is consistently being used by people to talk things over, spread papers on the table and discuss whatever is their project, and most of the time it is men doing this. I like that they are that comfortable, because many times a library is perceived to be more of a "women and children" place to be. We have tutoring sessions and home schooling continuing- use of the study room, the coffee café tables, and regular study tables when those others are occupied. We wondered why folks were parking in the staff area one program day, and found out all of the parking spaces out front were taken! It's been a good and busy first year. (Our opening date last year was June 25th.)"

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

Director's Report
July 2006

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

Policies for Review: Two policies are up for Board review this month: Food, Tobacco, Drug & Alcohol Policy and Research Computer Use Policy. The Food, Tobacco, Drug and Alcohol Policy did not have content changes, however staff recommends moving the sentences around a bit. See page R10 for suggested edits. The Computer and Typewriter Use Policy is a new policy. Now that we have multi-use machines it seems logical to have one computer policy and meld all of the computer policy information into one policy, for simplicity's sake. By using one policy *we eliminate the need for the **Research Computer Use Policy** (which is up for review this month), Computer Use (word processing), and Games Computer as stand alone policies.* The Computer and Typewriter Use Policy addresses research computer, word processing computer, and game computer rules in one document. This policy also addresses personal laptops and wireless service. We threw the typewriter in for good measure. It really isn't used all that much. See R12 to review our new Computer and Typewriter Use Policy. **If you approve the Consent Agenda items, you will approve changing the Food, Tobacco, Drug, & Alcohol Policy as noted and you will approve the new Computer and Typewriter Use Policy that replaces the Research Computer Use Policy, Computer Use (word processing) Policy, and Games Computer as stand alone policies.**

Workshop Attendance: Jen has requested permission to attend the TLC Annual User's Group Meeting in Las Vegas, Nevada, October 23-25, 2006. Cost to register is $200. She attended last year and found it to be invaluable. She gains a better understanding of our automated system each time she attends and learns about updates that are coming. She is also able to express our needs directly to TLC product managers. There would be airline, hotel, and food costs associated with this workshop, but monies have been budgeted for that. **If you approve the Consent Agenda items, you will approve Jen attending the TLC Annual User's Group Meeting.**

Nonresident Borrowing Fee: Our fee is presently $60. Our per capita operating cost for 2005 was $61.30. In order to comply with state requirements we must raise the cost of our Nonresident Borrowing Fee to equal or exceed $61.30. In the past our nonresident fee has been a round figure so raising the fee to $62

would keep us in compliance. If you want to talk about setting a fee other than $62, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve raising the Nonresident Borrowing Fee to $62.**

General Business:

Budget 2007: The Budget Committee met to review the proposed budget for 2007. They will ask the Board to approve advertising the budget as detailed on R14-R23. The hearing will then be held at 7pm on Monday, August 28 at the Rensselaer Library. That special Board meeting is already listed on your Board meeting calendar. This will then allow you to approve the budget at your September 11 Board meeting.

Resolution to Establish a State Technology Fund Grant Fund: The Indiana State Library has directed that libraries receiving an e-rate discount must resolve to establish a State Technology Fund Grant Fund for the purpose(s) of receiving money from the State Technology Fund and paying the necessary bills associated with the non e-rate portion of the Internet access invoices from the approved Internet service provider.

Driveway Shrubs/Bushes Wheatfield Library (progress): Plantings are in. I will bring a picture to share at Board meeting.

Director's Report:

Diana has been less than impressed with how our irrigation system has been working this summer. Her lawn care man, Brian, has spent innumerable hours working with and tweaking the system. He has adjusted heads and turned zones off and on to get things in good working order. He was, in essence, doing things that we thought Solliday had handled in May. Brian has expressed concern about water line placement too, fearing that lines were on our property line or perhaps even outside of our property lines. These are some very big worries so I contacted Ed Dumas for advice. It seemed to me that Solliday had neglected to leave us in good working order. Ed Dumas advised bringing in an outside vendor, someone who knows the technology, to evaluate our system and determine if it was installed correctly and as per the 'as builts'. We invited John Van Soest of Countryside Landscaping to have a look. We are waiting on his written report which I will send to Ed. Once we have the report, Ed and I will discuss some possible next steps for the Board to consider.

Diana and I are still following up on the toilets and cleaning the discolored stone. We have been in touch with the respective vendors about coming out to finish their jobs (actually making pests of ourselves). They tell us they will be out at a certain time and then don't make it. We are getting louder in our insisting and will keep you posted.

Linda Poortenga and I met with Cathy Salyers, Director of the St. Joseph's College Library to discuss ways our libraries could work together to share resources or work together. We have decided to place a small collection of free reads in the college library so that students will have access to some light, recreational reading in their campus library. Free reads are donated paperbacks, so they are not purchased with JCPL money. The college library will collect statistics on usage, so that we can include that in our service statistics. We will change the collection at the beginning of a new semester. The college library will provide display case space for us so that we can market JCPL services to St. Joe students. We will also refer patrons to the college library for access to government documents. St. Joe is a depository.

Linda, Diana, Rebecca, and I attended a Rural Library Sustainability workshop sponsored by the State Library this month. The workshop was held at the DeMotte Library. We were able to network with staff from nearby libraries. We discussed the importance of partnering and connecting with other libraries and learned about some resources available through Web Junction that may help with staff training, technology, and other library services. Web Junction is an organization that supports and assists libraries with the work that they do. They sponsored this workshop. Advocacy is now on my radar. Leaders in our communities need to know that the library's public access computing services are critically important and that we need their help in actively supporting our requests for resources when we do seek assistance. I don't believe that people realize how much our resources are used and needed. We need to do a better job of telling that story.

Gail and I spent hours working on the 2007 Budget this month. We spent many afternoons working together at her home, since she is out on a leave at this time. Working on the budget is a true partnership between a Director and a Business Manager. There are so many things to consider.

System Administrator News

Michelle attended the July NICCL meeting with Sheila and met many of her counterparts. Michelle explained about our Geocache and assisted Porter County Public Library in mapping their cache.

Sheila and Michelle updated all software that is installed on our portable computer lab and made the printer easier for the branch libraries to use.

Sheila worked on several grant related tasks this month. She continued working with vendors to prepare the necessary forms to send to the USF in order to receive reimbursement. She prepared the technical description for the Digitization grant report and researched our recordkeeping to ensure that JCPL is compliant with the USF records requirements.

Technical Services News

The Milroy Digitization Project is wrapping up. Melissa Widner, volunteer, has finished uploading all digitized images into CONTENTdm. Jen has added metadata to nearly half of those items. We have fulfilled our commitments to the grant, and we will continue to work on adding the remaining metadata.

Jen also spent time putting the Milroy website together. There is now a link from our front page to the Milroy Collection page. She will continue to tweak this.

In the last 4 weeks we have had some records mysteriously disappear from our magazine and patron databases. Fortunately we monitor both databases closely and realized we had a problem before this became a huge issue. We have limited the number of staff who has access to the delete option in these modules for now as we troubleshoot. We believe we have a clear understanding of what led to the magazine database deletions and have addressed the problem. We are still looking into the patron database. TLC is working with us to generate reports that will help us investigate what has happened and hopefully why

DeMotte Library News

Rebecca has received permission to place a standing library display in Tysen's lobby (DeMotte location). She will order a standing poster frame with brochure rack, and staff will fill with informational posters on a monthly basis. She is hoping to catch the attention of some nonusers and alert them to the variety of resources/services they are missing out on!

Luz and Evie are making preparations for a presentation to KV teachers on August 14-teacher orientation day.

The Friends have set aside $3000 for the purchase of a new microfilm machine.

Kim attended the Circulation Counterparts meeting in Chesterton.

Front and side parking lots have been sealed and striped (as have the lots for Rensselaer).

Rensselaer Library News

The trees along Van Rensselaer Street have been trimmed. People can now walk on the sidewalks. The city street department would not pick up the branches if we paid a service to trim, so we asked to male library volunteers to do this chore (and in the blazing heat too!).

The brick bench project is still on hold as the contractor finishes other jobs. Linda keeps hounding him to come out ASAP.

When we did our users/non users survey this spring, Rensselaer patrons indicated that they hate the locked bathrooms and having to ask for a key to get in. In response to that we have unlocked the bathrooms, but the bathrooms are checked hourly by circ desk staff to monitor their condition. We will see how this goes. Patrons also expressed dismay with our CD browsers and the difficulty they have in locating CD music browsers. Staff have created new guides and added more of them to make things easier for patrons.

218 signed up for Summer Reading. 116 completed (at least 12/24 books read). Total books read by participants were over 2268. 16 teens signed up for Books for Bucks and collectively read 73 books. Attendance was good for Summer Reading programs.

Patron comments heard recently-

"My son enjoyed the summer reading program. He read 36 books!"

At teen came into the library to show her mother our teen area and told her mom she wanted to decorate her room just like ours.

Wheatfield Library News

Osby's came out and added a re-pressurizing tank to the sulfur conditioner to keep the pressure at proper levels. Now the plumber needs to come to adjust the toilets back to their original water level.

We have blooms in the retention ponds. Diana is eagerly awaiting a list of plantings so that she and staff can identify what they are seeing. The pond has Arrowhead plants and Bog Orchids. She finds those particularly attractive.

A recent "Raggy Purse" program was popular. Attendees used quilting techniques to make a fabric purse that has fluffy edges once it is washed.

Kristina Rost completed the mural for the north wall of the children's room. It is very well done. Rachael's Dad installed it for the library. I will share pictures at the Board meeting.

Children have responded well to the addition of PCCop. The adults are coping well too.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
August 2006

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

Policies for Review: Two policies are up for Board review this month: Bylaws of the Board of Trustees and Library Records Policy (new). I contacted former director Lynn Daugherty to find out if there was a draft or notes for a new Library Records Policy (since she created this review schedule in December 2005 and made note of it). She wasn't sure what this related to so advised that I not worry about unless I knew of a needed policy. At this time I do not. There are revisions to the Bylaws. Indiana Code numbers changed some years back and this policy as it is currently written did not address the change in numbering. I have made revisions using the current Indiana Code numbers for these portions of the law. The text was not revised. Since the revisions did not involve content I did not run this policy past the Board Policy Committee prior to the Board meeting. See R 10-15 to review the revisions. **If you approve the Consent Agenda items, you will approve changing the Bylaws as noted.**

General Business:

Budget 2007: At the September meeting you will need to pass a resolution adopting the 2007 Budget as advertised. As a reminder here is a budget summary: Operating Fund $1,809,932; Library Improvement Reserve Fund $45,000; Bond & Interest Redemption Fund $216,260; Capital Projects Fund $45,000; Rainy Day Fund $30,763.

Wheatfield Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Instant Messenger for Staff: In 2007 we wish to launch Instant Messaging Reference Services. Abbreviated IM, Instant Messaging is a type of communication service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet, similar to a telephone conversation but using text-based, not voice-based, communication. IM Reference can be thought of as a sped up email transaction. It is less formal than email and not as smoothly flowing as a telephone conversation. This form of communication is very popular with children, teens, and young adults. In addition statistics show that over 53 million American adults

send instant messages daily. Many of these individuals see IM as an essential part of their life and a true communication tool. We think that adding IM Reference would be a logical extension of our reference services. Those who use IM regularly are very familiar with its structure.

IM Reference is a new trend in library service. There would be no software, hardware, or other associated costs to implement this service. Delphi Public Library, St. Joseph County Public Library, Alexandrain Public Library, Evansville-Vanderburgh County Public Library, and Carmel-Clay Public Library are some Indiana libraries currently offering IM Reference.

At this time we wish to enable our PCs to allow IM for staff so that they may become familiar with IM technology. **In order to do that, we are asking that the Board revise the Internet policy to allow staff to chat**. Of course chatting would only be allowed for work related purposes, for communication with patrons and/or staff. Once staff has become familiar with IM we would hammer out the details of this service and bring it to the Board to be certain you wish to proceed with this new service in 2007. (We would launch during National Library week in April.) At this time I am only asking you to revise the Internet policy so that staff can begin to use the technology and work out the details of this proposed service. Currently our Internet Policy does not allow staff to use chat technology.

Internet Consortium Resolution: Last year at your September Board meeting you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. This needs to be done annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost.

DeMotte Library Meeting Room Request: Pastor Jaime Maisonet would like to schedule the meeting room on Wednesday evenings to offer an English class for Hispanics. Rebecca feels that this is a community need which needs to be addressed, and if he hadn't approached her, she would have explored ways for the library to offer something similar, so his initiative is saving the library some time and effort. Wednesday evenings are generally not highly requested times for the meeting room so she doesn't expect any scheduling conflicts. Rebecca is asking for Board permission to allow this weekly scheduling of the meeting room.

Director's Report:

An Anthem representative has been conducting meetings for staff regarding HSAs (Health Savings Accounts).

User/Non User Survey Update: In the spring we surveyed our users and non users to determine if we are meeting their needs or what we could do to improve services and/or encourage use. We have compiled data and reviewed survey

findings at Management Meetings this summer. There are some issues (nothing major) that are department or library specific and those are being addressed by the appropriate department head/staff. Some needs were system wide. Here is a summary of system-related issues and our plans to address.

- Internet pop-up blockers and filters- We need to better publicize that the filters and pop-up blockers can be turned off as per our Internet Policy.
- Music CD Browsers need to be organized in a more patron friendly manner to allow easier browsing. Jen and some public service staff members will brainstorm ideas to improve our current system and implement.
- Microfilm Reader/Printers-Patrons have expressed a desire for new machines. We are currently seeking grant funding for these machines. We will also ask our Friends groups to help fund this needed equipment.
- Color Copies-Surveys indicated that patrons desire color copies. Other Indiana libraries offer color copies. We discussed ways we could provide access to color copies easily in each library. We will implement effective October 1. Cost will be determined by the library's actual cost per copy as we are not allowed to charge more than our actual cost. Patrons want to be able to print digital photos and school projects in color.
- Email notification-Patrons would like email notification of various programs, overdue items, new books, etc. We have already included actions in our Technology Plan to address this issue.
- Movie Loan Limits/Age Limits/Permission Slips-JCPL does not restrict access to juveniles for books, so why do we restrict movies loans and require permission slips for movies? (as asked by some parents on our surveys). The circulation policy is up for review in November so we will look at this issue and make a recommendation to the Board.
- Loan Limits for Non Fiction Videos-Currently we will loan these for 7 days, and patrons have expressed a desire for a 3 week loan. This issue is a part of the Circulation Policy and will be reviewed in November.
- OPAC Searching-Some patrons expressed concern with our Online Catalog, finding it difficult to extract information from the database. We will conduct usability studies with a variety of patron ages and types to see if we can determine what the problems are and how we might improve things. We will also look at TLC OPACS in other libraries to see if they provide different search options that may be more helpful.
- DVD Lists-Patrons wish to have an updated list of all of our DVDs at the circulation desk. Currently we provide updated lists twice per year. We will attempt to make this information available via our webpage and update monthly. This will provide a more current list and save paper.

Long Range Plan/Technology Plan Update- Since my last update we have accomplished the following actions as per these plans: added PC COP software, implemented multi-use pcs, selected/evaluated useful websites for our library website, purchased 15 pcs, provided computer troubleshooting tips and tricks for staff, completed user/non user survey, redecorated or changes have been

considered for DeMotte and Rensselaer Young Adult rooms, reviewed our Technology Plan, offered in-house staff training opportunities, completed YA booklists, launched Milroy Digitization Project, researched digital microfilm reader/printers (currently seeking grant funding), created Technical Core Competencies for staff, offered a variety of monthly programs for Seniors, discussed resource sharing opportunities for the Rensselaer Library and the Saint Joseph College Library, participated at Cops Night Out, the DeMotte Arts and Crafts Festival, and Rensselaer Health Fair to promote library services.

I have updated our Management Guidelines, a resource for department heads. Several of our procedures were out of date and needed to be updated.

Edie Huffman from the Indiana State Library Development Office paid a visit and offered an onsite New Director's Orientation training session. She gave me a big binder of information that is very helpful and answered some questions that had cropped up throughout this year. We are so lucky to have the State Library behind us. They are an invaluable resource to us as we conduct our business. I really enjoyed her visit and learned a lot.

Bright and early on Tuesday, September 5 (the Tuesday after Labor Day) an auditor from the State Board of Accounts arrived to say that he would be conducting an audit and would be back later that afternoon to get started! With Gail out on FMLA leave, a new assistant business manager, and a new Director, we were met with yet another challenge/surprise! All is going well. We pulled together what he requested and so far he has been quietly conducting his audit with few interruptions. This has been a very interesting year! ☺

System Administrator News

Centurion Tech offered a Webinar to INCOLSA members to discuss Cornerstone Control Center. CCC is used to remotely control all of the PCs with Cornerstone on them. Anyone who participated received 10% off their next order. Michelle and Sheila were the only ones participating so they had their own personal webinar tailored to their needs. They will be using CCC to run updates on patron PCs. They learned a lot, and it was free!

Michelle has been spending lots of time preparing old PCs for sale. Each library will have an equipment sale later this year.

DeMotte Wireless has been installed. All libraries now offer wireless service. We will be promoting this service.

Sheila and Michelle have been researching software that will allow staff to fill out, save and print pdf forms. They are trying to find a reasonably priced product to accomplish this much needed task. This will be so helpful as we fill out grant applications and other forms that use the pdf format.

Technical Services News

Jen and her staff cataloged over 1500 items. Whew!

Recognizing that front end staff often struggle when working with patron accounts that have been turned over to collections, Jen created a list of things that staff needs to know/understand regarding collections accounts. These tidbits have been made available for staff. In addition we will periodically insert items from this list in our staff newsletter as reinforcement. Never hurts to hear it twice.

Jen hosted the Wabash Valley Catalogers Roundtable on August 15.

Jen offered a Technical Services workshop for staff in August. She will offer this workshop again on September 1 and October 6. This session allows staff to see first hand what our technical services staff does. She will hold a special training session for the Management Team too. We have a lot of new staff on board and this will help them all have a better understanding of what tech does and how their work affects other departments and staff.

DeMotte Library News

Luz and Evie spoke to KV and Covenant teachers during teacher orientation days. They outlined their willingness to visit classrooms and set aside materials for class projects; the availability of tutors at the library; extended loans for classroom materials; online research resources and our willingness to demonstrate these in the classroom; and surveyed teachers about their needs. They did an excellent job with these presentations and are very committed to working with teachers and students and marketing our services to them.

The Junior Women have donated funds to purchase a new system for our flagpole. This will allow staff to raise/lower/change the flags safely and with ease.

Joe Zellon, has been sealing trouble spots on the DeMotte roof. He is concerned about the condition of the roof as we head into winter. We are trying to hold off on major repairs and are hoping that spot repairs will do the trick. He and Rebecca will continue to monitor things.

Rebecca is interested in doing some outside painting before cooler weather begins. She has a handrail and a dumpster fence that need to be spruced up as well as some other small areas. She and I will meet to discuss the painting after Staff Development Day on September 8. I will be able to provide more details for the Board after we meet.

Rebecca hosted an Adult Programming Counterparts meeting in August.

Rensselaer Library News

Ron Kuiper Masonry came and removed the remainder of the top bricks from the brick seating areas around the flag pole. He poured a 4" concrete top. The crew still needs to spray acid on the bricks to remove run off cement and brush down the extra concrete. They will do this work after the concrete has been allowed to set.

Our Belly Dancing class received rave reviews! 26 people attended, and on the day of the program folks still wanted to sign up!

Staff experienced a stressful month with new hires coming on board, the loss of Sharon's husband, and another staff out on a medical leave. Linda reports, "The staff here at Rensselaer forms an incredible team. They bounce ideas off each other well and enjoy working together. It is a pleasure!"

Jack made a fantastic poster marquee complete with flashing lights that will be used to promote library events/news.

Susan attended an Early Childhood Literacy Workshop and was trained to present workshops for parents and learned how to incorporate early childhood literacy concepts into story time.

Wheatfield Library News

Featured artist this month was 15-year-old Joshua Smith. He is able to capture many styles in his work. All ages of patrons have enjoyed his work.

United Rentals put in the striping and the signs for the handicap parking spots in the front of the library.

Joe Zellon, DeMotte maintenance person, installed computer trays at staff desks and plans to do the circulation desk soon.

Saint Joe Plumbing finally came and adjusted the amount of water per flush with the public toilets. Things are finally working as they should be. We are so pleased to have this task completed at last.

In addition J & N Stone finally showed up to begin cleaning our stone only to be stopped by rain and inclement weather last week. They are to return this week.

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
September 2006

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: The Reference Policy is up for review this month. Please see R 10. Point 9 has been revised. Point 9 refers to how much time staff will spend working on a reference question for a patron. We do not place a time limit on our searching, however we do not have the resources to provide extensive, time consuming, in-depth research. That is what this point is trying to address. Previously agency heads were required to consult with the director before making an exception to the general rule. However, we think that front line staff are able to determine (with the help of the managing librarian) how to interpret this policy. Our managing librarians are more directly involved at the point of service and are very capable of knowing what is appropriate. Director's involvement has been left in 'as needed' but is not 'required'. This issue seldom crops up. Staff are committed to providing accurate and complete answers to reference questions and have a good understanding of what our limitations are. I don't know of a time when a patron complained about the reference assistance they received. **If you approve the consent agenda items, you will approve changing the policy as noted.**

General Business:

Advanced Tax Draw Resolution: In the event that there is a delay in the 2006 fall tax collection, it's a good idea to request an advance tax draw. If you wish to do this you need to pass a resolution to approve requesting an advance tax draw.

Overdue Fines: In August of 2001 we migrated from our old Galaxy Automated System to our current TLC Automated System. At the time of migration it was not possible to migrate detailed fine information from Galaxy to TLC. The balance information would transfer, but if a patron needed to know the details of the fine (which books were charged a late fee, on what date the charge was made, etc.), those details would not exist within the database. All balances were transferred. For balances that were $10 or more we printed out detailed information before we migrated and created binders to archive this information. We referred to the binders whenever patrons learned of outstanding Galaxy fines and needed detailed information. For balances under $10 we do not have any detailed history.

We are now five years past migration, and these old Galaxy fines do not crop up very often. However, occasionally we do have a patron who wishes to use their card, only to learn that it is stopped because of a fine that was accrued August

2001 or before. Often these patrons are upset to learn about these old fines, don't remember accruing them, and object to paying for them. A lot of staff time is spent working with these patrons and often the complaints are referred to the agency librarian and sometimes the Director. While we could certainly choose to hold patrons accountable for these old fines (and currently we do), they do create ill will with many of our patrons and consume a lot of staff time. I recommend that beginning January 2007 we forgive Galaxy balances for those accounts having no items still charged out and/or not at collections as they generate little revenue and do not promote positive public relations. If you agree with this recommendation, I would recommend that the Board vote to forgive Galaxy fines effective January 2007.

2007 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2007. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Anne-Marie Egan (chair), Joan Floyd, and Tim Schultz. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

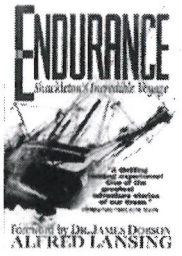
NILBA Dinner: Jim Corridan, State Archivist, will be the guest speaker at the NILBA meeting in Merrillville on November 1. He will explain what the State Archives is all about and discuss its relationship with Indiana libraries. NILBA stands for Northern Indiana Library Board Association, and these annual meetings are a great continuing education opportunity for Board members. We have not received an official invitation yet, but it will be arriving soon, and I will need to know how many of you wish to attend. This will be an evening event. I do not have the exact start time yet.

Director's Report

On October 3, 2006 a CD in the amount of $175,000 was purchased for the library through the Rensselaer Banking Center. Patty Stringfellow is the signer on this CD. CD will mature on December 7, 2006.

Gail and Sue have experienced problems with our financial computer. Because of that the check register for October bills may not be included in your packet but will hopefully be available at the Board meeting. Normally you would find this on page F6a.

We did survive our audit. We have not received a written report yet, but we did received positive feedback at our exit interview.



In 2007 we will launch a Jasper County Reads One Book program, encouraging the residents of our county to read Endurance: Shackleton's Incredible Voyage by Alfred Lansing. This book has received rave reviews, and we feel that it would appeal to patrons of various ages and both genders. Endurance is the tale of British explorer Ernest Shackleton's 1914 attempt to reach the South Pole. His ship, Endurance, was trapped and crushed by sea ice. Shackleton and his crew were left adrift on ice floes. I have invited the Remington-Carpenter Township Public Library to participate in this One County Reads initiative, and they have agreed to participate. Book discussions and other library programs will be planned for 2007, and we will aggressively market the program. Staff is excited about this opportunity to promote literacy and plan county wide events surrounding this book.

Diana did attend the zoning hearing in Wheatfield in September. Apparently the zoning board needs to determine how the land is currently zoned. There was some question about this. At this time it sounds as if the property closest to the library will be developed with multi-story duplexes. Single family dwellings will be more to the west. There were a lot of individuals at the meeting. Some residents were expressing concern about planned roads and access to the homes that will be on the western portion of this land, worrying that roads and access would not be sufficient for emergency vehicles.

I have had a vendor approach me about legal/identity theft insurance. He wishes to make a presentation to the Board. He would like for the Board to make this type of insurance available to staff through his company. Staff has not been requesting this type of insurance. I did do some research to determine if other Indiana libraries currently offer this type of insurance. The only library I know of that does offer it is Indianapolis-Marion County Public Library. If we did offer it, it would have to be funded entirely by the employee, much like AFLAC products are currently handled. If the Board is interested in my pursuing this, in making this available to staff, or in seeing a vendor presentation, I can arrange for that. I just wanted to let you know that the opportunity has been made available. I am not recommending we pursue this at this time.

I was invited to participate in an LSTA Focus Group. The State Library is trying to determine how satisfied Indiana Libraries have been with LSTA grant opportunities, processes, and procedures and to determine funding needs that exist in Indiana libraries. The State Library is getting ready to start a five-year plan in regards to LSTA grants and needed input from those who have received such grants, those who have been denied, and others. Participation was invitation only. I attended a session in Lafayette, Indiana and thoroughly enjoyed the experience.

I attended an Incolsa Regional Meeting. This meeting provided an opportunity to hear from INCOLSA Executive Committee members and staff regarding issues that are currently affecting INCOLSA and may/will impact our library. It also provided an opportunity to network with library colleagues in our region. I enjoy these meetings. I have attended before. I did share notes with other staff as we rely heavily on Incolsa for various library services.

Staff Development Day was held on September 8, and staff were very complimentary of the day's events. We offered training on two databases: Novelist & Auto Repair. This training was provided by a vendor trainer. We did a session on Wikis and Blogs and a session on Customer Service. The Customer Service session seemed to be the most popular as our presenter was very engaging and knowledgeable.

Luz, Rachael, and Susan have selected our 2007 Summer Reading theme: Get a Clue @ Your Library, a mystery, puzzler, and thriller theme. A teen theme: YNK-You Never Know at Your Library will also be offered.

System Administrator News

Sheila attended the Incolsa Regional Forum on September 27.

Sheila has been working with Sprint and Comcast to receive credits rather than checks for our e-rate reimbursement. After 9 years, it has become almost impossible to get a lump sum credit. All companies want to offer either a lump sum check or monthly credits. This is not convenient for Gail or our budget, but we have to conform. We're going to go with monthly credits instead of checks for USF Year 2006.

This fall each of our libraries will be holding equipment sales, selling outdated computers and other equipment that we have replaced. Sheila and Michelle have been working hard to prepare the equipment for sale and process fixed asset paperwork for all items. Each library will hold either a silent auction or equipment sale in conjunction with their Friends group. This is in keeping with past practices.

Michelle completed updates to all software on PCs at Rensselaer and DeMotte and is nearly finished at Wheatfield. Some settings were changed on staff PCs to make them more secure.

Technical Services News

Jen has added more oral history transcripts to our library web page. A volunteer has been diligently transcribing these transcripts. Six oral history transcripts have been posted on our web site so far with more coming soon. This is an objective from our Long Range Plan. The oral histories may be accessed via the

genealogy link on our library webpage. They are very interesting and provide easy access to local history as expressed by residents.

Jen held a Homepage Committee Meeting this month to discuss ways to improve our website. They have a vision of things they would like to see done a little differently and things to be added or removed from the site. Jen will working on these improvements toward the end of the year.

Jen and her staff are very busy cataloging and processing materials as we wind down our purchases for the year. They do a great job processing the variety of material types we provide in as timely a manner as is possible.

Jen continued to add data to the Milroy Digitization records, adding content to nearly 50 records. In November we will discuss ways to market this collection. The collection became available via our website at the end of July and only minimal marketing has been done so far. We do have marketing plan sketched out. Now it is time to implement.

DeMotte Library News

The Friends hosted a lovely luncheon in honor of Denise, Ginger, and Kim's milestone anniversaries with the library.

Evie reports that she received a lot of ideas from a library visit to Carmel Clay, Hussey-Mayfield, and West Lafayette libraries at the end of August. Jill attended a Reference Counterparts meeting. Database strategies were discussed as were software for public use and print reference resources no longer purchased. Luz attended ILF Children's and Young People's Division Conference (CYPD) held in West Lafayette.

READ pumpkins are up and receiving lots of oohs and aahs!

Marlene reports that the Indiana Room was used quite a bit this month for research and microfilm use.

Rensselaer Library News

The concrete top on the bricks around the flagpole are curing well. The new 'Autumn Blaze' maple tree planted on the front lawn is a lovely color.

A lot of different programs were held this month. A Mexican Fiesta attracted 274 people and offered great music, food and lots of fun and games. The Friends of the Library sponsored a Jazz Concert, featuring two St. Joseph College professors, Todd Samra and Paul Geraci on trumpet and piano. A tole painting class and another bracelet program were also offered.

Kathryn Weed tendered her resignation effective September 30. Her husband retired from St. Joe in the spring, and they are moving to Maine. We will soon begin a search for her replacement.

Susan held her first 'Third Thursday' club meeting. Nine children attended this after school program.

Susan created a bibliography of death/grief/bereavement titles for the Grief Counselor at the Jasper County Hospital, at their request.

Susan attended the CYPD conference with Luz.

Wheatfield Library News

Diana hosted a Branch Manager's Counterparts meeting this month. Porter County, Lake County, and Gary Public Libraries all participated.

Diana attended two Chamber meetings and helped at the Sandhill Crane Festival- Chamber soup bowl booth on September 16th. She enjoyed the festival. What a great way to get involved in the community and show support for community events.

Rachael offered a Scholastic Book Fair. Things went well, and the fair was well received. Friends and other volunteers did help run the fair, but it did require a lot of staff involvement for set up and sales.

McDaniel Fire Service did a test of Wheatfield's alarm system and were very thorough. They discovered that the Sheriff's department could not receive messages from our system as a tiny thin wire was broken and needed repair. The repair has been completed. Diana was impressed with the services and professionalism provided by McDaniel.

Computer use seems to be growing as more and more folks are using the library. One woman gave us a $20 donation after Dee helped her print out boarding passes for a trip she was taking, a classic example of how we can serve our communities.

J & N Stone has gotten a good start on our stone cleaning. However, they have not been around for a while, so Patty has called to remind them that we want to get this wrapped up this fall.

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
October 2006

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

Policies for Review: The Meeting Room and Circulation Policies are up for review this month. Please see R 10-R 18. In regards to the Meeting Room Policy we have provided an option to change the policy in regards to regular use of the meeting room. This year the Board has discussed the possibility of changing how we do this. The Policy Committee has approved revising the policy putting the burden on the library manager and director to make decisions about regular use of the room, but still allowing for Board involvement. By putting the burden on the library manager and director we can provide a quicker response to such requests. We also recommend no longer limiting the use of the meeting rooms for social events to the weekend. We have had patrons wishing to have a social gathering on a weekday and this would be revenue for us. Library managers do not feel like this would create an issue of competition for the rooms or negatively impact availability of the rooms. There are several revisions to the Circulation Policy. Many of these changes are based upon other policy changes, Board decisions that have already occurred, or are in response to patron request. If you have questions about any proposed changes, we can discuss them at the Board meeting or feel free to contact me prior to the Board meeting for an explanation. If I included all details and explanations in your packet, it would be a very lengthy document. **If you approve the Consent Agenda items, you will approve changing the policies as noted.**

General Business:

DeMotte Annual Report:

Rebecca Carden and Luz Arambula will present their annual report at the November Board meeting.

2007 Slate of Officers:

Nominating Committee will present a slate of officers for 2007. Elections will be held at December Board meeting.

Health Insurance:

It is time to select the health insurance package we will offer to employees for 2007. Please see R 20 for details. There are two packages to pick from, package 2 or package 3. The package 2 core plan will cost $87.85 per month for the employee (which is .53 **less** than what they paid per month in 2006). In addition Package 2 provides 90%/10% coverage for in-network expenses. The 2006 plan provided 80%/20% coverage for in-network expenses. The in-network deductible is $500, the same that was offered in 2006. **We recommend offering package 2. Employees will receive a better insurance plan than they had in 2006, and the cost will be reduced for both the library and the employee.**

Director's Report:

We have received the official audit report from the State Board of Accounts. I will bring a copy to the November Board meeting for your review. The report states "our examination disclosed no material items that warrant comment at this time."

I attended the IPLA Conference on Libraries & Economic Development and the ILF Legislative Forum Agenda in October. I enjoyed both of these meetings very much. The IPLA Conference focused upon the economic impact of Indiana Public Libraries on the state of Indiana. The Indiana Business Research Center conducted a return on investment study of Indiana Libraries last year and results were shared. The take home message is that all Indiana libraries have to justify that what we do is having a positive impact in our communities. We were given some valuable tools to do this. Other topics covered during this conference included information on web page enhancement, ways to make our web page less static and more dynamic; how to build strategic alliances within our communities; Go Centers, an initiative that reinforces the value of libraries to business leaders and elected officials within our communities; Blue Ray Technology, Sony technology which may replace current DVD technology; and the legislative impact of connecting libraries and economic development. Great stuff!! The Legislative Forum focused on issues of continuing concern for Indiana libraries as we monitor the work of the state legislators: governance, technology funding, elimination/ reduction of property taxes to name a few. I have emailed our legislators from time to time when an issue of concern has presented itself. I will continue to do this.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. We select a typical week, trying to avoid weeks when we have special events like our Fall Festival or an author visit that might skew results. See R 9 for details of this year's count.

System Administrator News

Sheila and Michelle attended several meetings and workshops this month. They attended an ILF District meeting in South Bend on October 3. Sheila enjoyed a great presentation on leadership/management skills that gave her an overview of her responsibilities as a supervisor. She began utilizing the recommendations immediately. She also enjoyed a session about a new genealogy website created by the Indiana State Library called VINE (Vital Information Exchange). VINE will enable researchers to quickly and efficiently search for Indiana history and vital records information. Jasper County Public Library, along with several other Indiana libraries, have vital records information in spreadsheet/database format, but providing easy, universal access had been a problem until VINE was created. Sheila has established a VINE login for our library (she was the first of all other libraries to sign up!), so we are now actively involved. Michelle enjoyed attending the district meeting because, not only did she learn about technical issues, she learned about library issues in general which helps her better understand what's important to librarians.

Sheila and Michelle also attended a Technology Summit hosted by Chester Technologies. They attended sessions on HP Printing, emerging trends, and technologies in networking, Microsoft Office 2007, Windows Vista (a new operating system about to be released), risk assessment, spyware threats, HP server technology, remote connectivity, and disaster preparation. This was FREE training. What a bargain!

KV Highschool requested that we install A+ Software on our patron PCs for students to use. This software offers over 5000 lessons and is geared towards home-bound and alternative school students. We have received written permission from KVHS to install 10 copies on our patron PCs. Two copies are available at Wheatfield Library and eight copies are available at DeMotte Library. Staff report that students are already taking advantage of this software. What a great way to partner and meet a local need!

We received a letter from the Indiana State Library this month informing us that we will be receiving State Technology Fund Grant monies for all of our Internet lines for July 1, 2006 through June 30, 2007. We have three Internet lines, our T-1 through the State, Sprint DSL for Wheatfield and ComCast cable for DeMotte. Our Universal Service Fund (aka 'E-rate') discount pays for 60% of each of our Internet bills, and the State will be covering the remaining 40% retroactive from July 1, 2006. Sheila expected to receive State funds for our T-1 line but had no idea we would receive grant monies for our other lines. This is good news!

Sheila, Jen, and I have both been hearing a lot lately about the importance of a library's web presence. It is not enough to just simply have a website. We need to provide dynamic, changing web content that library users can interact with and

contribute to. Blogs, wikis, Myspace, RSS feeds, and YouTube are current trends in providing a more dynamic web presence. We are keeping our eye on these issues. To reach out to Millenials (some of our younger users) we have created a JCPL MySpace page, using content and images that MySpace users find appealing. This is just another way to reach out to existing and potential users and remain relevant. We are also discussing how we might make good use of wikis and/or blogs for both staff and patrons.

Technical Services News

Jen met with the AV selectors this month to discuss how we might change the call number of our CD collection. She thinks they came up with a workable model. The list of genres that they tentatively came up with are: country, jazz, pop/rock, Christian, opera, classical, easy listening, musicals/soundtracks, ethnic, Spanish (for Rensselaer), Christmas, comedy, sounds/special effects, children's, wedding. They may add more genres as the need arises, but Jen thinks this is a pretty comprehensive list. Any CDs currently in Tech. Services will be cataloged using this method. In December, TS staff will relabel the existing collections. Hopefully this method will be a little more user friendly for the patrons and is in response to a need as expressed in our user/non user survey.

Jen attended the TLC user's group conference in Las Vegas, Nevada in October. She reports that once again it was an excellent conference. In her opinion one of the best parts of this conference was being able to talk to the product managers and discuss things that we're looking for or desire in the product. She attended a session on cataloging, which demonstrated version 4.0 (which won't be out until next summer). There was a feature missing from the new version that we have in the current version, and Jen wondered why it wasn't there. The next day, she spoke to the product manager and asked why that feature wasn't there. He said they hadn't thought of it. He wrote it down, and hopefully they will be able to add that feature into the software. One session, with mostly public library staff in the room, was an informal question and answer time with all the product managers. Attendees asked questions, and told product managers things they would like to see happen with the product as it is changed/upgraded. Jen observed that you could almost see the light bulbs go on for the product managers. They understood what is needed! Whether they will be able to incorporate some of those things into version 4.0 or not, at least Jen knows they were listening.

Once again Jen spent some time working on the Milroy project in October. She added metadata for nearly 40 items. She reports that cataloging 40 or 50 items per month is a much slower pace than she was keeping during the grant project, but it seems to be more manageable with all the other projects going on right now.

DeMotte Library News

DeMotte held two very successful programs this month. Seventy-eight teens attended a Teen Lock-In and seventy-two people attended a Ghost Stories program. Ghost stories were told on the lawn at the Fairchild House, beginning with a 'gentle' storytelling program for families with young children, followed by a scarier session for teens and adults.

Evie visited the 8th grade classes in order to promote library resources, services, and programs. She and the middle school librarian have been discussing the establishment of a book discussion group.

Jill attended an ILF District meeting and attended sessions on Intellectual Freedom, One Book campaigns, and Wikis.

Rebecca presented a workshop on Reference Interviews for JCPL staff. Four newer staff members attended. The focus of this presentation was how to ensure that our patrons truly find what they are looking for.

Rensselaer Library News

Tess Hamel, our newest Library Assistant, is an outstanding artist. Some patrons visit the library specifically to see what the displays in the children's department look like. October featured an 'I Spy' wall, a fall scene with many hidden items that patrons were encouraged to look for using a provided checklist. Staff participated in this display by adding items to be 'spied'.

The Friends of the Library Fall Festival went well with over 400 attending. This year an incredible number of Young Adults attended. This is a first, and we think attributed to the increase in YA traffic due to Internet availability. The YA's were interested in participating in festival activities, so next year staff will plan more events geared for teens. Other popular programs in October included computer classes: eBay and Basic Computer, using the portable computer lab, and a Perennial Plant Exchange.

We received a $1000 grant from REMC to help towards the purchase of a microfilm reader/printer.

Susan organized a program for Home School students, Famous Hoosiers, presented by the Indiana Junior Historical Society. This was very well attended.

Susan held a Friday the 13th Lemony Snickett after-school program. Ten children made snake bracelets, drew disguises on Count Olaf, answered "Series of Unfortunate Events" trivia questions, and enjoyed 'lemony' snacks. This program was held in conjunction with the release of the final book in the Series of Unfortunate Events book series that is very popular.

Wheatfield Library News

In honor of Fire Prevention month Rachael invited the Wheatfield Fire Department to visit and demonstrate their gear and trucks. They spoke about fire safety and had the kids practice safety moves that could help them in the event of fire.

The arrowhead display is nearly ready to be unveiled. We ordered a display case that has been delivered. Lynn Daugherty volunteered some time to set up displays and work with Emily Duran, Rensselaer Library Assistant, on signage and labels. At this time, but arrowheads are covered, but once the labels are in place we will unveil the display for all to enjoy.

Brian Orban will be putting up a snow fence after Thanksgiving since blowing/drifting snow was such a problem at various spots around the building last year. We were in touch with JF New about what to do with the plantings in the retention pond over the winter, and he advised just letting them stand (not mow them down) so that they can reseed and provide food for animals and birds. We will do that. Diana is interested in having the KV Environment Club adopt our retention ponds as a service project. JF New staff is available to train and educate them about what would be involved.

Friends are making plans to decorate Christmas trees and wrap the books they give to the recipients of the angel trees placed in DeMotte and Wheatfield, sponsored by the DeMotte Jr. Women's Club.

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
November 2006

I will be collecting Board binders at the end of the December meeting so that I may insert information you will need for 2007 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2006 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2006 Salary Ordinance.**

General Business:

Election of Officers: You will be electing your slate of officers for 2007. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to approve the slate of officers as presented: President-Mari Anne Sayler, Vice-President-Timothy Schultz, Secretary-Sue Deardorff, Treasurer-Natalie Waling, Assistant Treasurer-Anne-Marie Egan.

LIRF Transfers: In December of each year we determine if the amount on line 3.94 (transfer to LIRF) is still a reasonable amount based on expenditures from the operating fund and available cash flow for the start of the new year. The maximum amount you may transfer is $100,000. We recommend transferring $70,000 of the budgeted amount to allow a comfortable cash flow for the first four months of the year. We will not receive CAGIT monies until the first of May. The Board will need to pass a resolution in this regard.

2007 Salary Increase: In July the Budget Committee opted to wait until December to determine the percentage increase for 2007 employee salaries, waiting for concrete information that affected the Personal Services portion of the budget. We now know that health insurance and unemployment insurance costs both decreased for 2007. This month the Board must determine the 2007 percentage increase for salaries; 3% or 4% is typical.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 27 at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Who will be available to attend this meeting, and at what time do you wish to meet? We must have at least four Board members attend this meeting which usually lasts no longer than ten minutes. We typically meet in the morning.

Director's Report:

This month we are making our final payment on our 1991 bond.

We have purchased a product called Engaged Patrons that will allow patrons to register online for our library programs and receive email announcements about upcoming library events if they wish. Currently we have signed up for one free month to allow us time to set up the program and train staff in its use. We will promote this product and begin using in 2007.

Each of our libraries held used equipment sales this month sponsored by their Friends of the Library. These sales were very successful for each group. The Rensselaer Friends of the Library have earmarked the proceeds from their sale to the Rensselaer Library's purchase of a new Microfilm Reader/Printer. The DeMotte Library is in need of a reader/printer too, and we have been actively seeking grant monies to purchase a reader/printer for each library. Due to the generosity of our Friends groups and recent grant awards for this project, we are very close to meeting this monetary goal and will very likely purchase these machines in March or April 2007.

The Literacy Committee has purchased Leap Pad and Leap Frog units for each of our children's departments. These units will be available for in-house use and will encourage literacy in small children. In an independent one-year experimental study of 451 students across 40 Las Vegas K-1 classrooms, use of this system significantly enhanced kindergarten and first-grade students' performance on key early literacy skills. At the end of this study, kindergarten students using The Literacy Center curriculum outperformed control counterparts by 33%. Students were pre-tested in November 2002 and re-tested in November 2003. (The study was done by REM Research Company.)

Gail and I attended the Fall Bookkeeping Workshop at the Porter County Public Library. I created and presented employee evaluations for department heads and began work on 2007 business.

System Administrator News

Sheila attended a computer training seminar this month. Sponsored by Think Tank, a computer consulting company, this free seminar was excellent. An IBM representative spoke about blade servers. When it is time to install new TLC servers or the new Microsoft network, Sheila is doing to consider blade servers as an option for us. She also learned about virtual servers, yet another option for us to consider. She will be researching both options a little further. She also enjoyed a session on Microsoft software licensing.

Sheila recognized the importance of backing up our PCCop databases regularly. Michelle wrote a script (programming code that usually performs a single function) that will do this backup automatically every day. We are fortunate that Michelle has an interest in script writing as this can be used in a variety of situations. Michelle plans to write a script that will allow patron PCs to automatically update software during the night.

Michelle installed a wireless adaptor in a Rensselaer PC so that staff can test our wireless access points when a patron has a problem connecting to our wireless service.

Sheila researched various helpdesk software options and installed and tested two of them. She has found a good, free product that will allow staff to enter technical assistance requests via Internet Explorer and allow her and Michelle to manage and coordinate these requests for assistance much more efficiently than with our current paper/email system.

Sheila installed and configured ZoneCD software on a spare PC to provide our wireless patrons with a splash page that will explain our Internet Policy when they make their initial wireless connection to our network.

Technical Services News

For Jen and her department this was a month of cataloging! In spite of the Thanksgiving Holiday and a few staff vacation days, her department still managed to catalog over 1000 items in November. If she had been fully staffed, she suspects they might have broken a cataloging record! With another good month of cataloging, she hopes to reduce their backlog of items even further before we see 2007. This backlog was caused by our spending freeze in July (you might remember that the county auditor advanced too much tax money to our library and then wanted it back right away!), year-end ordering, and the Milroy Digitization Project that consumed Jen's summer.

Jen received news that Baker and Taylor has updated their Automatically Yours adult author list and large print list, so she worked with selectors to update their ordering lists to include these newly available authors. Automatically Yours allows us to get popular new releases in our libraries and on shelf as quickly as retail bookstores have them available for sale. Patrons really appreciate our participation in this program.

DeMotte Library News

DeMotte received their fall quilt from Darlene Devries. Funded by the Friends, this quilt, one in a series of four seasonal quilts, will hang behind the circulation desk, visible to the public. Darlene did a great job creating the look of a windy

fall day with her stitchwork. The background colors coordinate well with the library's color scheme.

Rebecca has hired Yvonne Del Vecchio as her new Special Services Assistant. Yvonne's responsibilities include adult & senior programming, senior outreach activities, assistance with Large Print collection maintenance, and assistance with Vertical File collection maintenance.

A Scholastic Book Fair is in progress. These book fairs tend to be quite popular with DeMotte patrons.

The Friends of the Library decorated the library for Christmas and enjoyed lunch with staff afterwards.

Rebecca arranged for the carpets in the meeting rooms, staff lounge, and Indiana room. DeMotte Library carpet is nearly two years old and she felt these areas would benefit from a deep clean.

Rensselaer Library News

The Rensselaer Library received at least four phone calls in November from people wishing to use GED Online. Staff referred them to the Adult Learning Center to obtain a username and password. With those in hand they may then visit our library and access this database via our computers. Linda believes we are beginning to see increased usage, and she is pleased we have the ability to meet this particular need in our community. The Adult Learning Center is only open a limited number of hours each week. To have this learning tool available at the library for all the hours we are open is very important to adult learners.

Melissa Widner, Rensselaer Library Specialist, presented outstanding programs to both the Rotary Club and a local group of Homeschoolers about General Robert Milroy and our newly digitized collection. She is very knowledgeable about Milroy and the digitization project so she has the ability to bring both to life for her audience. Her Rotary presentation received excellent front page coverage in the Rensselaer Republican. We are committed to marketing this project in the best ways possible.

This fall Linda allowed a PACT (community service) worker, assigned 60 hours of community service work, to put his time in at the library. At the end of his service Linda received a phone call from the PACT worker's mother who expressed her appreciation and gratitude to Linda and her staff for making what came out of a poor choice into a great life experience for him. Linda found him to be a great worker at the library, very conscientious and thoughtful, and was very excited that this arrangement was win-win for all concerned.

The Youth Department offered a Third Thursday after school program entitled 'Physics Phun'. This program, developed and presented by Children's Assistant Tess Hamel focused on fun and fascinating physics-related science experiments. This program made the front page of the local paper too. Tess dressed the part in her lab coat and tie, reminding us all of Bill Nye the science guy! ☺ We are blessed with a very fun-loving, creative staff.

Wheatfield Library News

Diana's book discussion group celebrated their 6th year of meeting together with a carry-in meal.

The dumpster fence has been installed and according to Diana looks very nice and sturdy.

A snow fence has been installed to eliminate drifting problems on the sidewalk leading to the staff entrance.

Rachael offered a Make It Take It craft session during elementary school parent-teacher conferences. Nearly 60 children participated in the program. Rachael had a fantastic batch of teen volunteers assist with the program. She says, "these kids restored my faith in teenagers."

Staff and Friends of the Library have decorated the library for the holidays. Diana reports that the Friends have sold nearly all of their cookbooks. Their treasury has an unprecedented balance, and they are eager to share their wealth with the library. Diana reports that she has many ideas for their consideration.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
December 2006

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance.

We recommend that the Accounting Practices for 2006 be adopted for 2007. Please refer to R 9.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 11.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2007 Salary Ordinance: Please refer to R 7. The 2007 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase. Some new employees (or employees recently given new positions) will get no increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1.5% increase. These are the basic terms of the Personnel Policy. If you approve the Consent Agenda items, you will approve the 2007 Salary Ordinance.

Policies for Review: The LCD Projector Policy is up for review this month. Please see R 10. The Policy Committee recommends adding the words 'per day' to clarify the rental fee charges. They also recommend adding wording to indicate that the projector may only be borrowed for a 24 hour period unless special arrangements have been made with an agency librarian. In addition we did correct the spelling of 'ensure'. **If you approve the Consent Agenda items, you will approve changing the policy as noted.**

General Business:

2006 Payroll Issue:

An error in calculating an employee's semi-monthly pay for 2006 was found at the end of December 2006. The State Board of Accounts requires the library to clear up the matter before the next audit, approximately mid-2008. We will explain this process and your options to you at the January Board meeting.

Building Insurance:

In odd numbered years the Library Board determines if they wish to seek quotes on building insurance. You are not required to bid the insurance out, but you may do so if you wish. Our insurance runs from April 15 to April 15 each year.

Oath of Office for Treasurer and Assistant Treasurer:

Our new Treasurer and Assistant Treasurer will take their oaths of office.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

DeMotte Library Computer Monitor:

On January 2 I sent the Board a lengthy narrative regarding some issues that cropped up throughout the month of December at the DeMotte Library. In my email to the Board I mentioned an email I had received from Detective Rick Johnson on December 21. Here is the email I received ***"I'm Detective Rick Johnson from The DeMotte Police Department. I had received information that someone had damage a new LCD monitor at the DeMotte Library. We have not officially taken a report on the damage, but I wanted to offer you an option. I have the ability to deploy hidden video surveillance and would be willing to do so at the library if so requested. We have a strong suspicion who the culprits might be so the deployment would be target to capture any further damage. If you would like to discuss this, please contact me at 219-987-3344"***. He indicated that his reasons for doing the surveillance would be targeted to capture any further damage. I did not answer his email. Upon receipt of his email I did speak with DeMotte staff to find out how things were going and if there had been any further trouble. I learned that the teens were no longer visiting the library and it appeared we had no troubles to monitor. In addition the computer monitor was not permanently damaged.

Someone had written on the screen with a pen and those pen marks were removed with cleaning. I would not allow hidden video surveillance in any library without Board permission and input from our library attorney. I have contacted our library attorney to ask if it would be legally OK to have surveillance if the Board chose to do so, either now or in the future. We do use video cameras at the DeMotte library to monitor the parking lot and patio area. These cameras are not located in public service areas.

DeMotte Library Outside Painting Color Choices:

Rebecca reports that there are some outside railings, doors, patio ledges, and a light pole in need of repainting at DeMotte. She has selected some paint colors for the job. I will bring paint chips to the January meeting for your approval.

Director's Report:

In December the library received a notice of proposed class action settlement, settlement hearing and right to appear. It appears that this is in regards to insurance brokerage antitrust litigation concerning Zurich Insurance, a company that the library dealt with some years back. I contacted Kent Mahnesmith about the notice. He directed me to inform the Board about the notice and simply do nothing. I will bring the notice to the Board meeting for your review if you wish. It will remain on file in the business office.

Diana has heard that Meyers Property will be developing the property west of the library. Development will consist of apartments, duplexes, and houses. Don Gear has approached Diana about having connective sidewalks installed between the library and this new development. He mentioned the possibility of grant monies being available to fund the work. While we have not officially committed to the sidewalks we did express interest in his idea. Don did give Diana the blueprint plans for the subdivision which she is copying. I have asked Diana to attend the February Board meeting to share what she knows about the development.

Rebecca Carden's last day with the library will be January 12. I have met with DeMotte staff to discuss interim arrangements while we search for her successor. As of the writing of this report the job has been posted on the library website and has been posted in-house. I will send the posting to the Indiana State Library, Indiana University, and IUPUI. I will also post on two listservs that are geared to librarians in our state. The job will also be advertised in our local newspapers. I purposely waited to post the job after the holidays, not wanting the notices to get lost in the holiday shuffle. Due to the amount of vacation time that Rebecca accrued in 2006 we will not be able to place anyone in her position until February 19 at the earliest.

System Administrator News

Sheila filed three 470 applications for the USF this month. This is such a time consuming process, filled with a myriad of details to double check. She does an excellent job with this process.

New helpdesk software has been installed and is almost ready to introduce to staff. This will be a wonderful tool for all staff to use when they are in need of technical assistance. One particularly neat feature is a self-service help desk, a sort of FAQ tailored for our staff. Working with staff, Michelle has created a beginning list of computer questions that staff might encounter regularly.

Documentation has been created for Engaged Patrons. Staff training will soon be underway. We will soon market this product to our communities so that they may receive program announcements and register for programs electronically if they wish.

Technical Services News

Jen enjoyed the trip to Williamsport Public Library in December. She felt it was good to hear first hand what the director and staff experienced when their library was lost in a fire. We did deliver donations and while in the area visited several other small libraries to get a sense of their facilities and services. This is such a valuable learning tool and something that we rarely take the time to do.

Jen began work on a TLC Manual that will be a self-help manual of sorts. If Jen is out of the office and library staff needs guidance in a particular task related to her job, they will find guidance within this manual.

Jen spent a lot of time doing prep work for holding code changes that will go into effect this year. This is a complicated and time consuming process as there are so many things to consider. Some of these changes were driven by changes in our circulation policy.

DeMotte Library News

Rebecca reports that while patrons waited in line for two hours to visit with Santa, they took advantage of that time to ask about overdue fines and renew books. ☺

Luz, Yvonne, and Evie have done a phenomenal job getting things together for the One County Reads in 2007. Luz came up with a puzzle idea to unveil the title. Evie has created some great trivia displays.

Rensselaer Librarian, Linda Poortenga, present a bracelet making program for DeMotte's Teen Advisory Board.

Rensselaer Library News

There was a lot of holiday fun to be found at the Rensselaer library in December- a visit from Santa, the annual Christmas Tree Walk, holiday book displays, and a special Santa display in the library display case.

Local author, Bill Herbert, held a book signing at the library for his newly released book entitled His Abundant Gifts.

As Linda looks back over her first year with JCPL she states, "The Rensselaer staff exemplifies what a great working environment is. This has been a busy year with many staff shortages, and staff has willingly picked up extra duties…".

An "Inspire for Kids" training session was provided by Incolsa. Both parents and staff attended this daytime program. An evening program is scheduled for 2007.

Wheatfield Library News

The Wheatfield Santa House was placed in the Wheatfield parking lot this Christmas, and Diana commented that folks were disappointed when occasionally the house closed earlier than their published schedule indicated. Diana felt it put the library in a bad spot as some thought the library was responsible for operation.

Rachael held a successful story time with Christmas stories and crafts. Diana remarks that Rachael "has really enhanced the children's programming offered this year."

Local author, Debbie Ludwig, presented a program at the library. As a part of her presentation she discussed the self publishing process. She donated a copy of her book Innocent of Tribulation to the library.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
January 2007

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: Three policies are up for review this month. The Policy Committee recommends no changes to the Staff Code of Ethics and Gift Policy. The Policy Committee does recommend some changes to the Circulating CD Rom Policy. CD Rom is library jargon that simply refers to computer software. The policy committee recommends inserting the words 'computer software' where the term CD Rom had been used. See R10 for details. **If you approve the Consent Agenda items, you will approve changing the Circulating CD Rom Policy as noted.**

2007 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. In 2006 we closed for one half day session in the fall and held a very good training day. We wish to do the same thing in 2007. We have selected Friday, September 7. We would meet at the Rensselaer Library from 8:30 to 12:30 for training and all libraries would be open for business from 2-5pm. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. **If you approve the consent agenda, you will approve the library closing for a half-day staff training session on Friday, September 7, 2007.**

Workshop Request # 1: Kris Hankins, Library Assistant for the Rensselaer Library, has requested permission to attend 2 one-day seminars on Microsoft Excel presented by Fred Pryor Seminars. These seminars will be held March 8 and March 9 in Lafayette, Indiana. This training is relevant to her as she is our computer troubleshooter for the Rensselaer Library public service department, maintains a serials spreadsheet for that department, and teaches computer classes for the public via our portable computer lab. Price to attend both sessions is only $128 which is a great price for two all day sessions, and she would only be driving to Lafayette instead of Indianapolis which is where staff usually must go for computer training. This would save in travel expenses. **If**

you approve the consent agenda, you will approve Kris Hankins attending 2 one-day seminars on Microsoft Excel presented by Fred Pryor Seminars.

Workshop Request #2: Susan Engelmann and Evie Bristol, Youth Services staff for the Rensselaer and DeMotte Libraries have requested permission to attend the Kalamazoo Public Library's 5th Annual Teen Literature Seminar, Read! It's a Guy Thing! This is a one-day seminar held at Western Michigan University. According to seminar literature "boys are failing to read at an alarming rate. They score below girls on national reading tests, drop out of school more often, and are more likely to be classified special-needs. Learn how to encourage boys to read at the same rate and proficiency as girls. M.T. Anderson and John Green will share the stories behind their books and suggest how they might be used to inspire boys to read. Michael Sullivan will reveal ways to help boys enjoy reading. Ted Braude will discuss the challenges of boyhood. Cindy Dobrez and Lynn Rutan will review books that entice reluctant teen male readers." Since Susan and Evie select YA materials for our libraries and plan YA programming, this training session is very relevant for them. **If you approve the consent agenda, you will approve Susan Engelmann and Evie Bristol attending the Kalamazoo Public Library's 5th Annual Teen Literature Seminar, Read! It's a Guy Thing!**

General Business

Annual Report of Rensselaer Librarian and Youth Specialist: Linda Poortenga and Susan Engelmann will present their annual report at the February Board meeting.

Capital Projects Fund: It is time to review our Capital Projects Fund. Please refer to pages R11-R17 for the 2008-2010 plan. Please review the plan and be prepared to discuss. The plan as it is written asks for $47,000 to be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software in 2008 and 2009. In 2010 we will ask for $50,000 for the same purpose. The remainder would be used for future allocations, namely future renovations at the DeMotte Library. If you wish to proceed with the plan as presented, you will need to vote to approve the CPF for advertising and hold a public hearing at your March board meeting. In this way an additional board meeting is unnecessary.

Wheatfield Development Report: Diana Kooy will join us to share news about the Wheatfield Development adjacent to our library.

Oath of Office-Sue Deardorff: Sue Deardorff has been reappointed to our library board. She will take the oath of office at our February meeting.

Director's Report

In January I filled out and submitted our Indiana Public Library Annual Report 2006 to the state library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services we provided for our patrons.

I did meet with the ASK committee this month. We reviewed all Procedure Manuals to ensure that all were up-to-date. Procedure manuals are housed in each department and contain a procedure for nearly every process or task we undertake. These manuals are invaluable to all staff and verifying their currency is extremely important.

I have received a large number of resumes for the DeMotte Branch Manager position. I conducted first interviews with 3 applicants during the last week of January and first week of February. I will proceed with second interviews for the 2 best candidates in upcoming weeks. For the second interviews I have asked some DeMotte staff and some Management Team members to participate. Whomever we hire as Branch Manager will work closely with these two groups, so I feel it is very important for our candidates and these two groups to meet and have a chance to interact before any decision is made. I have been impressed with the qualifications of those who have applied. We have a good pool to select from.

I have been monitoring the Incolsa and Indiana State Library budget situation. I did attend a Town Hall meeting sponsored by the Indiana State Library at our DeMotte Library. Numerous directors and trustees were present for this informational meeting. Based on what I heard at this meeting and have been reading on listservs, I feel confident that Incolsa and the State Library will continue to meet our needs and provide the products and services that we have grown accustomed to. Natalie Waling, Gail Jung, and I will be attending a NILBA dinner later this month and will hear more about this from Incolsa director Michael Piper.

In addition to completing our annual report, interviewing for the DeMotte Branch Manager position, monitoring the Incolsa/ISL situation, and working with the ASK committee on procedure updates I updated our Capital Projects Fund plan this month and have been visiting the DeMotte library weekly to check in with staff and be available to them. They are a very self-sufficient and talented staff and have been doing an excellent job of taking care of their patrons, collection, programs, and facility in the absence of a manager.

System Administrator News

Roeing came out in January to discuss future plans for our network. Since we are planning on replacing the TLC servers and migrating to a Windows network in the near future, Sheila thought this would be a great time to see if there are other things we can improve upon. She and the Roeing technician discussed many things: datalines, WAP/switch/firewall/UPS replacements, self-checkout locations, Microsoft network migration, server backups, and patron printers. The technician had many great ideas and insights that Sheila found very helpful. His visit was well worth the cost incurred. One excellent suggestion he offered was for us to speak with ENA about DeMotte and Wheatfield Internet connectivity and how we might improve upon this. Sheila contacted ENA and asked a representative to visit us. He came out on January 30th and suggested connecting Wheatfield and DeMotte to Rensselaer via T-1 tails. A T-1 tail differs from a T-1 line in that a tail is not directly connected to the Internet. There would no longer be a need for a VPN between the branches and there would be no extra cost for the equipment or installation. There are numerous benefits to this arrangement. I will list a few. ENA will be our only contact for Internet problems (currently we have to deal with ComCast and/or Embarq DSL depending upon which library is affected). ENA is very responsive to our calls for assistance unlike ComCast and Embarq who are usually not in a great hurry to get our connection going again! All branch networks can be set up the same. We will no longer need to use the proxy server and can instead use it as one of the servers we will need when we switch to a Microsoft network. Troubleshooting will be easier for everyone at JCPL. Sheila will not have to file any Internet USF paperwork which will save her a ton of time. This will now be handled by the State Library. You will hear more about this in better details when Sheila makes her annual report to you later this year. The bottom line is that this is a very good plan of attack!

With all the network changes that we've had in recent weeks, our network and equipment diagrams needed to be updated. Sheila took care of this and updated the Network Troubleshooting procedures for Technical Services staff.

Sheila and Michelle organized the computer room cabinets, shelves, desk and floor space. Michelle now has an improved workspace, and they can locate supplies and equipment quickly.

Sheila and Michelle are registered for the Computers in Libraries conference to be held in April. This is such a valuable conference. We are all excited for Michelle to experience her first one.

Technical Services News

Jen pulled together the continuations packet this month. She updated her records to reflect what series had been cancelled in the last year. She then went through each title, indicating what we own and where it's located. This helps Jen to ensure that the items are getting placed where they need to go. Continuations lists were handed out at the last management meeting and will be reviewed by Linda, Diana, and Jill after the next management meeting in February.

Melissa Widner and Jen met to discuss the JCPL webpage. Melissa is now our webpage coordinator. They went over various areas of the website, discussed the history behind what has already been done, the software, where the pages are stored, and various other things. Jen has turned over all of her notes and books to her. Jen is relieved to pass this task on to Melissa who is excited at the opportunity and full of great ideas. Jen thinks she will do a great job!

Jen spent a lot of time working on holding codes this month. Updates to our circulation policy and staff needs are the driving force for these changes. Jen spent weeks adding and deleting codes and working with TLC on issues they had to assist with. Jen's staff assisted her in this process moving holding codes as directed. These changes impacted my monthly statistics and spreadsheets too. Jen realigned many of my spreadsheets to accommodate the changes. This was a huge project that Jen handled beautifully. Collection development and maintenance will be easier for staff with these changes, and statistics will be more useful too.

At Glenda's request, Jen assisted her with streamlining our Interlibrary loan process. We process a large amount of Interlibrary loans each month. This process will work more efficiently now and save a lot of staff time.

DeMotte Library News

Marlene celebrated her 15th anniversary this month. Staff held a luncheon in her honor. She received cards and gifts from staff.

Yvonne, one of our newest DeMotte employees, has been doing a great job with adult and senior programming. One of her programs, a tie in to our One County Reads initiative, even attracted media coverage. Articles appeared in both the Times and the Post. Yvonne was also working on getting a display case/brochure stand installed at Tysen's, which is now set up in their foyer. This will allow us to market the library and library events in a highly traveled locale.

Luz has started taking classes at IUN. She is working on her Librarian V Certificate.

Evie and Luz have been brainstorming ways that they might tie in our Jasper County Reads initiative with story times. Three of their themes will be penguins, dogsleds, and ships/boats.

Jill has been reviewing some new databases, and Ginger has been keeping an eagle eye on building issues, contacting me occasionally with a concern.

Rensselaer Library News

The old fish tank in the Children's Department was replaced with a new and more compact unit thanks to the Friends of the Library! The new tank fits nicely into the special display case in the children's department. Children are enjoying the new fish and its new location limits the possibility of being tipped over! ☺

The Adult Winter Read program has 33 participants and ran nearly the entire month of January. Beth Salyer was the driving force behind this program and did a great job. Many computer classes were offered this month via our portable computer lab.

This was a difficult month for staff as our longtime colleague and friend, Sharon Schulenberg, passed away unexpectedly. This has left a huge gap to be filled by another new staff member. We are currently in the process of seeking applicants for her position.

In conjunction with Jasper County Reads youth staff offered a make it/take it program that had participants making a penguin magnet.

Tess and Susan attended the Children's Literature Conference at Butler University. They were able to attend a book talk about the 50 best books of 2006, a program about writing non-fiction for children, and a program on the newest trends in children's books (graphic novel and movie tie-ins). They both enjoyed the conference very much!

Wheatfield Library News

Diana reports that the snow fence is having limited success. The wind is just so strong coming from the south and west, and snow piles up right after the walks are shoveled.

Mary Kenning called and asked how the Santa House worked out in December. Diana was honest and said that library staff did take some heat when Santa didn't show up or closed the stand early. Mary reports that they will do things differently next year, offering fewer and shorter days. Over 300 visited Santa in 2006.

The book discussion on Endurance: Shackleton's Incredible Voyage went very well. Many stuffed penguins can be found at the Wheatfield Library as they promote Jasper County Reads.

Rachael tried something different with storytimes this month. She had separate storytimes for boys and girls. The boys' theme was tools, and the girls' theme was princesses. The girls were encouraged to dress up, and most of them did. It was very successful with both groups. They were held after school.

The Friends have donated some money towards the purchase of new music CDs and DVDs

Diana attended a very good Branch Manager's Counterparts session with Linda Poortenga at Portage.

Over 25 people attended GED sessions this month

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

Director's Report
February 2007

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: Three policies are up for review this month. The Policy Committee recommends no changes to the Staff Complaint Policy. They do recommend a minor change to the Microform Reader/Printer Policy, changing the cost of copies to 10 cents once our new digital reader/printers are installed. We do intend to purchase these machines this spring. By approving this policy change now we can implement the updated policy as soon as the machines are patron-ready. Until then the old policy would remain in force. See R 10. The FMLA Policy is also up for review. Because this policy is based upon federal law we do have an employment law expert help us with this. She has recommended some changes that still merit discussion. As we just received her edits on March 5 we do not have a final version ready for your review due to questions we have for the attorney. It is our intent to bring a revised policy to the April Board meeting for your approval. **If you approve the Consent Agenda items, you will approve changing the Microform Reader/Printer Policy as presented.**

General Business

Capital Projects Fund: You have copies of this proposal in your February board packet. At the March meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the March meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the March 20 County Council Meeting. Our time slot is 7pm. I would like as many board members as possible to attend with me to present our plan.

Wheatfield Connective Sidewalk: We have learned that they will break ground on the new development in the spring of 2007. Roads will be constructed first, followed by structures, and then sidewalks. According to Don Gear, a better timeline will be available in April. The property due west of the library will be an apartment building with four units. Don Gear has officially asked where the library Board stands on the matter of a connective sidewalk being built on library property. Mr. Gear has indicated that grant funding may be available and that the developer may be willing to kick in for a portion of the cost. Is this something that the Board wishes to pursue?

Oath of Office: Sue Deardorff: Sue Deardorff has been reappointed to our library board. She will take the oath of office at our March meeting.

Playaway: Staff would like to purchase and circulate Playaways, the first pre-loaded digital audio book. A Playaway device is a simple and affordable way to offer digital audio books to our patrons. They come pre-loaded with audio digital content, and do not require licensing, subscriptions, memberships, or even an Internet connection. Patrons just plug in headphones and listen! No need to keep track of CDs, cassettes, or switch these things in/out. This product is not easily described, so I will bring one to the Board meeting for your inspection. This is new, affordable audio book technology, comparable in cost to unabridged CDs. Crown Point Public Library and Westchester Public Library currently offer Playaway to their patrons. Audio books account for a big part of our circulation statistics (8,941 circs in 2006), and we think that our patrons will embrace this new technology due to its trim design and simplicity of use. We plan to start off small by purchasing 5 for each library. We also plan to swap the collections after a period of time for the sake of variety. We have looked at the product line, and it seems that bestsellers are available in Playway format roughly 6 months after release and that there are many classical titles available as well. Playaways come pre-packaged so they will require minimal processing which is an added plus. I bring this to the Board's attention because this is a new material type. If the Board approves, we will purchase 5 Playaway titles for each library and begin immediate circulation. If the collection catches on we will begin to add titles to our collections as the budget allows.

Satellite Program: In 1995 JCPL sought grant funding from the State Library to purchase equipment that would allow us to offer distance programs via satellite. In the late 90s groups like the Jasper County Hospital, Jasper County Health Department, and sometimes St. Joseph College would ask us to facilitate a satellite program for them in our meeting rooms, using the satellite equipment. Demand for this service has decreased in recent years. Jasper County Hospice/Home Health still requests one program annually, a grief teleconference, but other than that this service is not being sought. The satellite equipment, a receiver and small television, have always been housed in the technical services department. In 1995 there was room for this equipment, but now we need to use this space for shelving to store materials that are waiting to be processed. We asked a satellite technician to come on site and evaluate the equipment and provide a quote for moving the equipment into another staff area. Cost to do that would be approximately $800 due to labor and the cost of cable. Since this service is only used once per year by a local group and is 12-year-old equipment it does not seem prudent to sink $800 dollars into moving it. However, we do need to free up the work space in Technical Services. Since there is little demand for the Satellite Service, we recommend that the Board vote to eliminate this service.

LSTA Grant: Self Check-Out: In 2005 we first began to discuss self-checkout. Last year we included self-checkout in our staff-written 2008-2010 Technology Plan that was approved by the Board in July. While writing the Tech Plan we researched the cost of self-checkout and based on our findings planned to implement self-check in one library in 2008 with implementation in remaining libraries to follow in subsequent years. This is noted in the 2008-2010 plan.

In January the Indiana State Library announced that there are LSTA grant funds available for public libraries 'to fulfill technologically astute library users' needs and expectations'. We feel that self-checkout meets this criteria, and we plan to apply for grant funds for this project. This would mean that we could implement self-checkout in all three libraries at the same time.

Many Indiana libraries have implemented self-checkout or plan to do so. Patrons like the independence it affords. We would not eliminate staff check-out. It would still be available for those who desire that human contact. Self-checkout would simply be another option for patrons to select. This is important for those patrons who may be checking out materials on sexual health, bankruptcy, divorce or other topics that they may wish to keep private. Deadline for the LSTA grant application is March 23. Board President will need to sign the application along with the library director.

Director's Report:

February weather was brutal this year, causing our libraries to be closed for 2 full days and one evening. Snow removal people had a lot of snow to contend with as they kept our lots and sidewalks clear. Things went fairly smoothly except at DeMotte where we had to call our snow removal person back to rework problem areas. We have provided very clear directives for him and continue to monitor as needed. In addition Joe Zellon had to aggressively remove snow from the DeMotte roof as leaks were developing. He did an excellent job of taking care of this before things got out of hand.

Gail, Natalie, and I attended the February 15 NILBA dinner in Valparaiso. Michael Piper, Incolsa Director, was the speaker for the evening, and he discussed some of the issues surrounding the ISL budget and Incolsa.

I did attend the ILF Legislative Luncheon in Indianapolis on February 20. I had planned to lunch with Representative Eric Gutwein and Senator Brandt Hershman but they were caught up in committee meetings and a caucus that prevented them from attending the lunch. I did lunch with 3 other legislators from surrounding districts and enjoyed visiting with them and discussing library news and issues that are relevant as they deal with legislation this spring. They do seem interested in the state of Indiana libraries.

We are looking forward to Brenda Thompson joining our staff on March 16. Staff that participated in the second interview process appreciated the opportunity to do so and were invaluable to me as we selected the next managing librarian for the DeMotte Library.

I submitted to local press all necessary legal advertising that is required for the Capital Projects Fund. I hand delivered the advertisements for the county auditor in hopes there would be no mix ups this year. The ad should run March 8 so I will be checking the newspapers carefully on that day. Last year's challenges were really the fault of the newspaper, not the auditor, so hopefully this year all will be well!

February was the month to write the specifications for our building insurance. This was a time consuming process. Letters and specifications were mailed on March 1. Sealed bids are due March 30. We will be selecting an insurer in April.

I did conduct a department head meeting this month, meeting with Linda, Diana, Jen, and Sheila to share information and discuss concerns. We try to meet 3-4 times per year just to touch base and share. It is time well spent.

I do try to update you occasionally on our progress with our Long Range and Technology Plans. Here is a list of accomplishments so far this year: planned Staff Development Day, staff attended a Teen Workshop, evaluated annual program schedules, reviewed ILL subject lists, completed Reader's Advisory and Reference Quizzes, offering tutoring at DeMotte, participating in various community groups, purchased Engaged Patrons, purchased new network printer, evaluated dataline speed, evaluated concurrent TLC users, reviewed/selected consultant and repair sources, added batteries to laptops, updated TS procedures, back-up tapes checked monthly.

Systems Administrator News

Sheila participated in a free webinar, The Value of Windows Vista in the Business Environment. This was presented by Microsoft and Dell.

Sheila has updated the servers for each of our libraries for the Daylight Savings Time date change.

Two hard drives on the Rensselaer Novell server died on February 26. It is set so that if one drive fails, the others should automatically take over without interruption. Because 2 failed at once, the issue escalated to critical. It crashed again on the 28th. The server is no longer under warranty, and hard drives alone cost $300-$400 each. Because we were planning to replace these servers later this year or in early '08 when we migrate to a Windows network, we decided not to put any more money into the server. Roeing is working on a plan to migrate our network now. Sheila will postpone purchasing new computers until next year, if necessary, so that we can do this necessary migration right away. She hopes our Novell server will survive until we are ready to go with the Windows network because it will be much easier to migrate all of our email from Pegasus to Outlook if we have both the new Windows email server and our Novell server running at the same time. However, she has prepared a plan to convert email to the Windows network even if the Novell server dies before migration. Michelle is fully trained in using Outlook, so the transition to Outlook will be much easier.

Sheila provided budgetary information for our Capital Projects Plan, created an updated hardware inventory for our insurance specifications, and participated in the DeMotte Branch Librarian second interviews at my invitation.

Michelle has volunteered to be the editor of our in-house newsletter, Between the Branches. She has created a template and developed questions for a 'staff spotlight' column. She is very enthusiastic about this new responsibility.

Technical Services News

Jen spent several hours this month going through her entire procedure manual and making changes where needed.

JCPL staff went AV shopping this month and between that and lots of book orders arriving, Jen's department is swamped at the moment. She reports that she and her staff have been cataloging until their eyes are crossed, trying to move items out to make room for more. February is a short month, and this year we lost two business days due to weather. Tech still managed to catalog over 900 items which is an awesome statistic, revealing the hard work and dedication of the Tech Services staff.

Jen participated in the Branch Manager second interview process too. She found this experience valuable, in part because she got to meet each candidate but also because she has a face and personality to put with the name of our new employee. She appreciated that her opinion was sought and appreciated. It made her feel valued.

DeMotte Library News

Evie held her first book discussion at KV High School. The students met with Evie during their lunch hour to discuss books they have been reading. They like the idea of having a specific title to read and discuss, so, for March, students will read Whirligig by Paul Fleischman.

Yvonne planned great programs this month: Healthy Credit Seminar, Navigating by the Stars, and an Estate Planning Seminar.

Luz offered a Preschool Open House but was disappointed in how some of the participants interacted with each other, behaving in an immature/unprofessional manner. Luz reports that a successful after school program attracted 26 attendees.

Marlene arranged for a digital microfilm machine demonstration. Staff from the Rensselaer Library attended this demo too.

Rensselaer Library News

Linda had quite a few facilities issues to work through this month. The air conditioner in the server room died and had to be replaced. Once we located a replacement, Jack and the husband of a staff member installed the new one on a weekend. Stanley Steamer came and cleaned the children's story time rug, all of the children's upholstered chairs and stools, and 29 upholstered chairs in the adult section of the library. She will do the remainder of the upholstered furniture next year.

Tess Hamel presented a PowerPoint presentation entitled 'Shackleton for Kids' as the Youth Services component of Jasper County Reads.

The theme for the Third Thursday Club was 'You Wouldn't Want to be a Polar Explorer'. This was also held in conjunction with Jasper County Reads. Participants viewed a segment of the National Geographic video about the Shackleton Expedition and tasted sledge biscuits and pemmican (a concentrated food consisting of dried pulverized meat, dried berries, and rendered fat invented by the native peoples of North America, and widely used during the fur trade by Arctic and Antarctic explorers). They also discovered how air can act as insulation so that the cold is not as intense on the skin, and tried to pick up an ice cube with salt and a piece of string.

In response to patron request, Youth Services sponsored a Yu-Gi-Oh tournament that was attended by all ages. It was so popular that it will be a monthly event.

For the 'Tweens Read' book discussion, teens read The Lightning Thief by Rick Riordan. In addition to discussing the novel, the teens learned about Greek mythology, made a mask of Medusa, and ate blue food.

Wheatfield Library News

As a part of our Jasper County Reads programming, Diana offered the movie 'The Endurance' twice this month. Everyone was impressed with the film and the expedition. To see it come alive with actual footage was a real treat for them.

Diana reports that the Wheatfield Chamber of Commerce is working with a firm to create maps of the community. These maps would be funded by businesses purchasing ad space on the maps.

Story time sessions have been well attended, and Rachael continues with Junior Achievement lessons. She also reads to a local preschool. February weather did force the cancellation of some youth programs.

The Friends of the Library have been very generous, providing funds to purchase program refreshments and agreeing to fund Summer Reading t-shirts.

Diana reports that she is looking forward to working with the new DeMotte Library Manager, Brenda Thompson.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

R65

Director's Report
March 2007

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: There are three policies up for review this month: our FMLA Policy, Audiovisual Equipment Loan Policy, and VHS/DVD Policy. Revisions are recommended for all of them. An employment law attorney has edited our FMLA Policy so that it is legally compliant. VHS/DVD Policy changes are driven by the Circulation Policy we revised at the end of last year. The Audiovisual Equipment Loan Policy has one minor edit which is self explanatory. (See R 10-R 17) **If you approve the Consent Agenda items you will approve changing the FMLA, Audiovisual Equipment Loan, and VHS/DVD Policies as noted.**

General Business:

Annual Report of Technical Services Librarian & Systems Administrator: Jen Douthit and Sheila Maxwell will present their annual reports at the April board meeting.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to whomever President Mari Anne Sayler designates. Mike Crawford was the chair of this committee, but he has resigned his position on the Board. The designated person will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Natalie Waling and Anne-Marie Egan also serve on this committee.

Building Insurance: It is time to select a vendor for our Building Insurance. Please see R 20 for details.

Technology Plan 2005-2007: We review our Technology Plan progress once each year. We report to you and indicate which things we have accomplished, which things we have abandoned, and which things are ongoing. Please refer to R 25. You will need to approve our progress with the Technology Plan 2005-2007.

Revised Technology Plan 2008-2010: In June of 2006 you approved our 2008-2010 Technology Plan. We have reviewed and edited this plan and bring it to

you for your review/approval. Please see R 32 I will explain revisions at the meeting. I will be seeking approval of the revised Technology Plan 2008-2010 as presented in your Board packet. Revisions are due to changing needs or for clarification.

Advanced Tax Draw Resolution: Due to a 2006 database conversion in the assessor's office and trending, Jasper County will experience a delay in the 2007 spring tax collection. At this time it is not known when bills will be distributed, but we do know that our property tax revenues will not arrive at their usual time. To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Director's Report

We received money from the Jasper Foundation this month. We received $200 from the JCPL Fund and $2000 from the Ralph W. Fendig Fund. We will use these funds to help with the purchase the two digital microfilm machines for the DeMotte and Rensselaer libraries. The machines were ordered in mid March and should be installed in April.

Brenda Thompson began her tenure as DeMotte Branch Manager on March 16. I spent several days training her on a variety of issues. All department heads and some DeMotte staff members have participated in her training as well. Brenda is such an excellent addition to our staff. She is so enthusiastic about her new position and is learning quickly.

Our Capital Projects Plan has been approved by the County Council. In April I will mail our plan and supporting documents to the Department of Local Government Finance.

I enjoyed a much needed week of vacation at the end of March. Upon return I was faced with processing building insurance bids and preparing your Board packet. My in box runneth over! ☺

System Administrator News

Sheila and Michelle, along with Rensselaer staff member/web master Melissa, attended an Incolsa workshop entitled Perceptions and Realities: Confronting the New Library Environment. George Needham of OCLC was an engaging speaker and spoke about the way people perceive and use our libraries-two very different things. He mentioned that many people want self-service and used self-checkout as an example. He also discussed the importance of learning from gamers who have a different view of life than we might. He encouraged us to rethink how we deliver service. We have to deliver information using 'multiple paths, formats, and platform'. We have to consider the nonprint learner. He provided suggestions on how to better market our web site as well.

Our server migration will begin at the end of April and conclude in May. Sheila and Michelle have been working closely with the consultants from Roeing to

order necessary equipment and map out a timeline of activities. This is a huge project which will take days to implement, but we have a very organized plan of attack.

A good amount of time was spent preparing servers and PCs for the Daylight Savings Time date change. Everything worked after the time change occurred. Sheila breathed a sigh of relief!

Michelle has placed geocaches at the DeMotte and Wheatfield libraries. Two people found them right away and had some nice comments about our libraries. You will hear more about this when Sheila does her report at the April meeting.

Technical Services News

Jen and her staff attended an all day Incolsa workshop about the Dewey Decimal Classification system. They found the workshop to be more confusing than helpful, which was disappointing. However Jen feels that it was a starting point that she can build on, clarifying some confusing points for her staff and adding to their job knowledge.

Jen added 124 e-audio books to our database this month, bringing the total number of downloadable audio books in our system to 1500.

Jen will present four training workshops to staff this month. Her topic will be Collections. Her goal is to be certain that staff know how to process collections accounts and understand why we do the things we do. This is particularly important considering the number of new staff we have. These workshops will be presented in each of our three libraries.

Rensselaer maintenance man Jack Standish has started the installation of new shelving in Tech Services. The Satellite Service has been disconnected, and we are reworking that space, making it more functional for Jen and her staff.

DeMotte Library News

Brenda reports coming on board March 16th to a warm welcome from staff and patrons. She is excited to join the staff and work with them to make the DeMotte Library a great place for families. She reports that the DeMotte staff did a nice job of keeping the library running without a Branch Manager. She feels that she is getting more comfortable with the inner workings of the branch and that they are going to be a great team.

An online version of the Indianapolis Star Newspaper is now available at the DeMotte library.

Youth Services Staff have been busy with their Science Club, Make It Take It craft programs, Teen Advisory Board, and high school book discussion group.

Rensselaer Library News

Susan and Linda attended the ILF District One Conference. They particularly enjoyed the keynote speaker.

Our tax assistance program was a huge success this month. Our daffodils and tulips are blooming!

Youth Services Staff presented an outreach program to Healthy Families, explaining library services that are available and providing an overview of children's programs, particularly summer reading.

Youth Services Staff also book talked to all Rensselaer Middle School students and offered another Third Thursday Club with the theme, Blowin' in the Wind. Participants made kites and wind chimes and did some wind experiments.

Wheatfield Library News

The Wheatfield Library now has a wheel chair for patron use. This is something that staff have been desiring, and the KV Garden Club had even offered to purchase one for the library. However, Diana contacted Andy Boersma of Boersma's Funeral Home in Wheatfield about our need, and he donated one that hardly looks used. It has been placed in a spot that is visible to patrons but not a high traffic area. The Garden Club has now donated their funds for the purchase of books.

Diana showed the movie 'Happy Feet' as a spring break movie offering. 25 people came out for the movie. She reports that it was the first movie that got spontaneous applause at the end.

Rachael and Diana attended a District I Conference this month.

Interesting program offerings included: Basic Self Defense and a violin performance by children using the Suzuki method.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

Director's Report
April 2007

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

There are no updates to the salary ordinance and no policies to review this month.

General Business

Director Salary 2008: As per Board and Administration Monthly Tasks, Director salary for 2008 is determined in open session.

Advanced Tax Draw Resolution: Due to a 2006 database conversion in the assessor's office and trending, Jasper County will experience a delay in the 2007 spring tax collection. At this time it is not known when bills will be distributed, but we do know that our property tax revenues will not arrive at their usual time. To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **We will be doing these monthly throughout 2007. This is an unusual tax collection year in Jasper County and the Auditor has requested that we submit monthly requests.**

PERF Resolution: As a part of Sue Tobias' job responsibilities she will be processing PERF applications for staff. To allow her access to handle these tasks you need to pass a resolution approving the addition of Sue Tobias as an authorized agent for the Jasper County Public Library Public Employee Retirement Fund.

Correspondence: Board Secretary, Sue Deardorff, will read Mike Crawford's resignation letter in regards to his Board appointment.

Budget Workshop: The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2007 Budget Workshop on May 31. Gail, Sue, and I will attend, and I would like to invite any interested Board members to attend with us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information. At our May meeting I will determine who wishes to attend with us. This event will be held in West Lafayette.

2007 Revenue: As you know property tax revenues will be delayed this year. At this time we expect that the bulk of our property tax revenue will arrive in December. Due to our Advanced Tax Draw Requests we may see a little property tax revenue dribble in

over the course of the year, but we cannot predict how much or when. We did receive a very healthy CAGIT distribution in May ($302,000) which has helped tremendously. We will receive a similar distribution in November. We started our year with a good operating balance, so that is a big help in this atypical year of delayed revenues. At the May meeting I will explain where we are at in terms of money in the bank, expected expenditures, and contingency plans.

Director's Report

Our new microfilm reader/printers were installed at DeMotte and Rensselaer libraries this month and staff received training. Patrons are using the new equipment. Open houses are planned in June to officially introduce this new technology to our communities.

We celebrated National Library Week with Turn-Off-Your-TV Week programming, great library displays, the launch of our new online program registration service (Engaged Patrons), DeMotte's Spring Festival, and a prize drawing at each of our libraries.

Susan Englemann wrote an REMC grant, requesting funding for summer reading tote bags for all of our libraries. She was awarded $1200. All libraries will have red bags.

It appears that Jody Melton from DeMotte will be our newest Board member. He must be appointed by the Presidents of the KV and West Central School Boards. We have appointment paperwork from one president and are awaiting paperwork from the other. Once this is official I will schedule new board member orientation with Jody, who works for Northwestern Indiana Regional Planning Commission.

In a recent DeMotte Chamber Newsletter it was noted that DeMotte is the 7th fastest growing community in the state of Indiana and that Jasper County weighs in as one of the top 10 most prosperous rural counties in the United States.

The Indiana State Library has commissioned the Indiana Business Research Center to assess the impact of public libraries on the economies of the communities they serve and on economic development in their areas. As you know citizens and elected officials need to appreciate the importance of investments in libraries and assessments of libraries' economic contributions is crucial to addressing this need. I was invited and agreed to participate in a face to face interview and to facilitate patron surveys in each of the libraries. We collected a lot of surveys! I also asked some public service staff to participate in a staff survey. The information gathered will be used by the State Library to promote the importance of Indiana libraries to their communities.

I attended an Incolsa Annual Meeting in Indianapolis. Due to the loss of state funding that Incolsa experienced earlier this year (the monies were transferred to the Indiana State Library budget for statewide services) Incolsa is reinventing itself. They will be operating with a cost recovery approach. This will lead to a smaller range of services and very likely an increase in fees. We know that on July 1, 2007 the network librarian,

reference librarian, and courier services will shift to the State Library. Incolsa's healthy operating balance will keep Incolsa open in 2008, but they must carefully manage their funds as they transition to the cost recovery approach. Incolsa is committed to meeting member needs. I will keep you informed as Incolsa experiences their transformation.

System Administrator News

Sheila and Michelle attended the Computers in Libraries Conference in Washington DC this month. All topics were extremely relevant to our library and projects we are currently working on. Sheila and Michelle came back with a wealth of information and great ideas. They attended sessions on internal wikis, Millennials, gamers, web search tools, RSS, federated searching, and tech programming ideas. This was Michelle's first CIL Conference. She said, "I'd like to start by expressing my appreciation for the opportunity to attend the…conference….Each program I attended provided me with new ideas that I feel could benefit both myself and the library as a whole."

Sheila and Michelle hosted the quarterly Automation Counterparts meeting. Held at DeMotte, it was very well attended. Topics discussed included: PC brands, LSTA grants, telephone notification software, public PC logins, listservs, geocaching, wikis, Playaway devices, and Internet bandwidth. This is a topic that is on our radar, as JCPL nearly maxes out its bandwidth on occasion. Several of the libraries have already installed or are planning to order additional T-1 lines. This is a common concern these days.

Hardware and software for the server migration project have been purchased. Some other preliminary work has also bee completed. Official switchover is planned for May 14-15.

Geocache Update: to date there have been 43 'finds' for Rensselaer, 9 for DeMotte, and 10 for Wheatfield.

Technical Services News

Jen presented 4 Collections Workshops this month. Held in house, this workshop teaches front end staff the ins and outs of processing patron accounts that have been turned over to collections. These accounts can be challenging to work with, so it is good to have a refresher course for veterans and an orientation course for 'newbies'. This workshop was geared for both groups.

Jen continued with addition and deletion of holding codes. This will make our OPAC more useful for both staff and patrons. This impacts my statistical reports too, so you will see different categories noted on the Circulation by Holding Codes Report.

The renovation project in Tech Services is now complete. New shelves are up and not a moment too soon! We moved one counter and some cabinets out of the workroom

and into Jen's office which has made her office more functional. The changes have allowed us to make better use of this work space which leads to better efficiency.

We are now incorporating purchase order numbers into our MARC records. The numbers will be placed in a note field, a field only visible to staff. This will allow us to track materials better if questions arise about materials on order.

Jen's department added just over 1100 items this month. Anytime they catalog over 1000 items in a month Jen considers it a very good month, so kudos to them! ☺

DeMotte Library News

Evie has started a creative wall in the YA area. There are boards for art work and a magnet board so that teens can post some of their creations. She has sent all staff her rules for the wall and explained to whom questions should be directed.

Yvonne has created a Pet Food Recall Information Board for the public. She provides updated information about affected products and health care concerns for affected pets. Brenda has heard positive comments about this resource.

Spring festival was a huge success with 200 people attending. There were games, a cake walk, and lots of happy people.

The Youth Department is now offering a Science Club as a part of their programming. 38 people turned out for their program about water.

Brenda reports that "the month of April has been a fun month with children's programs, National Library Week events, and new equipment. The staff continues to assist me with my process of acclimation. We are working on training staff on the new microfilm machine", which she calls an excellent purchase.

Rensselaer Library News

The Friends of the Library purchased a lovely Tiffany lamp for the magazine reading area with monies from memorial contributions for Sharon Schulenberg.

Many staff attended training workshops and counterpart group meetings in April. Training topics included-INSPIRE, Blogging Basics, Collections Accounts, and Supervision. Linda and Susan attended a Spanish Language Outreach Workshop at the new public library in Ft. Wayne. They received a CD entitled 'Survival Spanish for Librarians' which teaches staff basic directional, customer service and computer phrases in Spanish.

Angela Barton, Children's Assistant, told stories at the Jasper County Youth Center in honor of National Children's Week.

Local businesses have provided various prizes, gift certificates, and over $200 in cash to our Summer Reading program. The Friends of the Library have donated $400 for books and other summer reading incentives and $100 for craft supplies. Since we are not allowed to use operating funds for program food and prizes, these donations are vitally important to the success of our Summer Reading programs.

Wheatfield Library News

A new window has been ordered to replace a broken one in the meeting room. It will take 6-8 weeks for the new window to come in. We contacted a rep from the window manufacturer who inspected the window. He determined that the breakage was not due to implosion or settling of the building. It was his opinion that it had been struck with something. Cost to replace is just over $1000. We did not turn this into our insurance as our deductible is $1000.

A Girl Scout troop donated an American flag to replace a tattered one that we had. Diana submitted an article and picture to the KV Post to credit their donation.

Rachael and Carolynn attended kindergarten registration at Wheatfield Elementary to promote library services. Carolynn offered a scrap booking program at DeMotte for teens.

Diana reports that there are survey flags out in the field to the west of the library, following the line of a portion of the roadway.

We are experiencing water leaks in our exterior book drops. Leaks occur when we have heavy rain with lots of wind. Diana has been in touch with someone about this and has sent a written complaint to the supplier. In working on this problem she determined that the original specs did not call for the type of book drop that was installed. Apparently something was changed as the bids rolled in and a winning bid was determined. We will pursue this until we have a good solution. Water in our book drops will lead to material damage.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Director's Report
May 2007

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: Two policies are up for review this month, the Internet Acceptable Use Policy and the Personnel Policy. No changes are recommended to the Internet Acceptable Use Policy. Revisions to the Personnel Policy are recommended. Most revisions were made to clarify a point so that staff and supervisors could better interpret the intended meaning. Some revisions or additions were advised by an Employment Law Attorney and/or Employment Law literature that we review regularly. Please see R 10 for a look at the revised policy. **If you approve the Consent Agenda items you will approve changing the Personnel Policy as noted.**

The DeMotte Arts and Craft Festival will be held on Saturday, August 11. Traditionally the DeMotte library has always been closed on the day of this event due to congestion around the library property. As in the past the foyer doors would be unlocked to allow access to the restrooms for Ramble runners and book sale traffic. The DeMotte Friends of the Library do conduct a book sale on that day. A janitor would be onsite to maintain and monitor the foyer and restrooms. Board approval is needed to close the library on this day. **If you approve the Consent Agenda items you will approve the DeMotte library being closed on Saturday, August 11, 2007, for the Arts and Crafts Festival, with foyer doors remaining unlocked to allow access to restrooms and the book sale.**

General Business:

Oath of Office-Jody Melton: Jody has been appointed to the library board by the Presidents of the KV and West Central School Board. An oath of office must be taken for each appointing entity. Jody has taken the oath for the KV School Board appointment, but he has not taken the oath for the West Central School Board appointment. He must take this oath at the June meeting.

Capital Projects Fund-Notice of Adoption: The Department of Local Government Finance has approved our Capital Projects Fund plan up to this point. The next

step is to publish a Notice of Adoption one time in two papers. The board must vote to publish the Notice of Adoption.

Advanced Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

LSTA Grant-Self Checkout: We have received official word that we were awarded an LSTA Grant for our self-checkout stations. The board needs to approve our contract with the State of Indiana and authorize two people to execute the contract on behalf of the library. There will be paperwork to sign. We will begin this project in late 2007 with full implementation in 2008.

Correction to April Board Meeting Minutes: In the April 9, 2007 Board meeting minutes, we inadvertently referred to our Information Technology Plan 7/1/08-6/30/11 as our 2008-10 Technology Plan. The minutes need to be corrected. The Board needs to approve correcting the minutes so that the minutes will refer to the plan as the 7/1/08-6/30/11 Technology Plan.

Options for Borrowing Money: Since tax revenues are being delayed this year, we have discussed a possible need to borrow money late in the year to meet our obligations. I have researched two options available to us, Tax Anticipation Loans and a Line of Credit, and will explain both options to the Board at the June meeting.

Committee Assignments: With the resignation of Mike Crawford from the Board and the appointment of Jody Melton to the Board, adjustments to our 2007 Board Committees are necessary. President Mari Anne Sayler will make these adjustments at our June meeting.

Marketing Library Services to Teens: Getting teens to use our libraries and be familiar with our services are two of the biggest challenges we face. It is important that we remain relevant to teens. We will show you some creative ways we are reaching out to teens and marketing our services to them.

Director's Report:

Just after our May Board meeting, we did receive word from the County Auditor that a tax check was being prepared for us. In response to our April request for an Advanced Tax Draw we did receive nearly 20% of our estimated annual property taxes in May.

On May 25, 2007, President Bush signed a spending bill that amended the Fair Labor Standards Act to increase the federal minimum wage in three steps: to

$5.85 per hour effective July 24, 2007, to $6.55 per hour effective July 24, 2008, and to $7.25 per hour effective July 24, 2009.

Jody Melton will join us for his first official Board meeting on June 9. Patty will provide Board member training for him on Tuesday, June 10. Due to scheduling conflicts we were unable to set a training date prior to the June meeting, but Jody is quite fine with this, having commented that he may ask better questions after experiencing his first meeting.

Microfilm Reader/Printers-DeMotte employee Marlene has provided several training sessions on the new machine, including one for the DeMotte Friends group. Brenda reports that Marlene has done a great job with training. Rensselaer Librarian, Linda reports that the machine is exciting to use and can do so many neat things. Open Houses are scheduled for June 11 at the DeMotte and Rensselaer libraries to introduce the machines 'officially' to our communities.

Playaways are now on shelf and circulating in each of our communities. Brenda reports that Jill did an excellent job of selecting DeMotte's 5 titles, choosing several popular authors and titles. They flew off the shelf the first day they were placed out. Patrons are very excited about this new material type.

Staff in each library has been busy preparing for our Summer Reading Program, Get a Clue @ Your library. Programs have been planned for all ages, including adults. At the Rensselaer Library 86 children have already registered for Summer Reading, using our new online program reservation software. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, and our web page. We have many talented staff on board who coordinate excellent programs and understand the importance of marketing.

Susan, Rachael, and Luz attended an Incolsa workshop "Make Literature Come Alive for Children." This workshop was presented by Rob Reid, professor at the University of Wisconsin, columnist for School Library Journal, author of ALA published books, and a past member of the Newberry committee. He provided practical tips on how to incorporate music, poetry, and theater in story times. Susan was able to have lunch with him, and they discussed the changing nature of children's & YA non-fiction, the trend towards publishing more series and less stand alone titles, and the appeal of fantasy literature post Harry Potter.

Gail, Sue, and I attended the Indiana State Library Budget 100 Workshop and and the Annual Budget Workshop for Librarians and Trustees. The first workshop is simply a refresher course on how to fill out budget forms. The second workshop provides news on state and federal legislation impacting libraries, State Board of Accounts news, and reminders from the Department of Local Government Finance.

I have formed a Disaster Recovery Committee, and we are creating a Disaster Recovery Plan for JCPL. This plan will address how to handle a disaster in our library. In our area a disaster would likely be a fire, tornado, flood, or even a weather emergency. As we write the plan we will consider such things as communication, access to finances, security, vulnerabilities, evacuation, and disaster supplies to have on hand.

Jen and I attended an excellent TLC Users Group meeting in May. This meeting included a roundtable discussion on various TLC modules and a good discussion on the use of self-checkout in libraries. We did receive a preview of an upcoming (not yet released) version of the circulation module and discussed Aquabrowser, a new approach to the OPAC. We have requested a free trial of Aquabrowser, using the data in our database. Some Indiana libraries are already offering this version of the OPAC, which appeals to children and young adult patrons.

To update you on our progress with our Long Range and Technology Plans, we have accomplished the following since my last report in March: created reader's advisory bookmarks, publicized library services in many venues, held various staff training workshops or sent staff to training outside of the library, upgraded existing pcs and peripherals, investigated and implemented new software that supports improved functionality, applied for an LSTA grant, evaluated assistive technology, attended TLC user group meeting, evaluated back-up methods, completed server migration.

System Administrator News

Server migration consumed Sheila and Michelle's time in May. Things went fairly smoothly, however a glitch did occur with our SofTrack software (this is software that we use to count patron usage of our electronic resources). After much research and discussion, Sheila and our Roeing consultant did find a solution to our dilemma and the solution has been implemented. Sheila has provided me with a very detailed report of this project. While our Roeing consultant was responsible for a large portion of the technical work, Sheila and Michelle had to address such issues as creating staff log-in accounts, creating email groups, creating staff mailboxes on our new exchange server, converting pmail messages and addresses to the exchange server, converting research resources, copying and setting up h & s drive files and permissions, converting all patron and staff pcs from Novell to Windows, training staff on logging in/password changes/email access. In addition all network troubleshooting documentation and diagrams must now be updated and training must be given to the Technical Services department so that they will understand how this new server and our network now works. Through it all Sheila and Michelle remained very calm and patient and were diligent in their efforts to keep staff informed and assisted with all of the changes.

In addition to the migration project Sheila did work on her 2008 budget requests, filled out fixed asset reports for all new hardware and software, set up a trial run of blogging software, worked on our internal wiki, and assisted staff with various needs.

Geocaching update: 47 finds for Rensselaer, 13 finds for DeMotte, and 13 finds for Wheatfield.

Technical Services News

May was a busy month. Jen spent a large amount of time updating procedures. The entire reports section of her procedure manual is now up to date, as are the collections procedures. Both of these will make it easier for Jen's staff to cope while she is out on maternity leave this fall.

In April the Technical Services staff began to receive cartons of books from Baker & Taylor (B&T) that were very, very difficult to open. They contacted B & T and complained about the boxes. B & T offered to send out a representative to teach them how to open the new boxes. Apparently the Momence distribution center that services our library was a testing ground for the new boxes. B & T had received lots of complaints about them, especially from the Indianapolis-Marion County Public Library that receives skids of books each day. The biggest concern on everyone's mind was the issue of repetitive stress as staff wrestled to open these boxes. Jen and her staff explained to the B & T rep why they were having problems and offered possible alternatives. Based on their suggestions, and the B & T rep's persistence with her superiors, B & T has decided to stop gluing boxes shut and will now use strapping tape which is much easier to deal with.

Jen participated in the Disaster Recovery Plan planning meeting and felt the time was well spent. She feels that now that we have the ball rolling, we will have a skeleton recovery plan in place before we know it.

Jen spent some time this month working out the cataloging and processing details for our new Playaways.

DeMotte Library News

The Youth Services staff has been very busy this month preparing for the launch of Summer Reading. School visits were conducted to promote the program and encourage kids to sign up. Donations from local businesses have been sought. For every donation received, a certificate and thank you letter are mailed out. Evie conducted a four-week Toddler Time session. Eleven children participated in this developmentally appropriate program.

Yvonne has been offering a Bingo for Seniors program at Oak Grove. The program is well attended and is a great outreach activity for the library. She has also reorganized the DeMotte Library community bulletin board. Due to her efforts more people are bringing in information to be posted and are very happy with this service. As a marketing project, Yvonne is, with the help of volunteers, distributing free reads around DeMotte. Each book contains a bookmark, promoting our library. Free reads are donated paperback books. They are not purchased with library funds. We often have more of these than we can use, so this is a clever use of this resource.

Brenda attended her first Friends meeting in May and asked the Friends to fund a movie license for the library, so that movies could be shown as a part of their program offerings (Wheatfield and Rensselaer libraries have been doing this for years). They agreed to fund a two-year license at a cost of $685. They are also interested in funding another large project for DeMotte, so a new LCD projector may be on DeMotte's horizon. This would enhance library movie programs. Brenda is very appreciative and enjoys this group very much.

DeMotte patrons 'went crazy' in May over a program that Yvonne put together. She took a plastic container and filled it with candy and dollar store items. Whenever a patron checked out they were allowed to guess how many items were in the container, and place their guess in a box designed for that purpose. 153 people participated, 50 young adults, 46 adults, and 7 seniors. Brenda reports this is the best multi-age program we could have done. Since patrons enjoyed it so much, they plan to offer something like this twice per year.

Rensselaer Library News

We have planted a tulip tree to replace the one that the city cut down last fall. The bill has been sent to the City of Rensselaer, and the mayor has agreed to pay it. We did place the tree in a different location, with guidance from Bill Brown.

Linda reports that Angela and Melissa are doing an excellent job with our web presence, creating a site for our patrons that is vibrant and current. Angela is blogging and staff is in the process of creating a video to advertise our teen reading program. You will hear more about this at the June board meeting, when we discuss Marketing Tools for Teens. JCPL has so much incredible talent.

Glenda held 2 genealogy workshops for staff this month, to enhance their knowledge of local history resources.

The Youth Department, in conjunction with staff member Melissa and her husband Chris, had a dry-run screening of 'Princess Bride' to see if showing a film on the library lawn was feasible. Using a king size bed sheet, PVC pipe, and

a sound system, it appears that this will work just splendidly. A July movie on the lawn is being planned.

Wheatfield Library News

Diana celebrated her 20 year anniversary and Linda celebrated her 10 year anniversary with JCPL in May. They enjoyed a delicious carry in lunch provided by staff and received gifts from staff as well. They enjoyed their special day.

May was a very busy month for the children's department with school visits to promote the Summer Reading program, the start of a chess program, and regular program offerings.

The adult book discussion group discussed "The Brief History of the Dead" by Kevin Brockmeier. Only a few of those in attendance liked the book, but it did generate a good discussion. A number or participants agreed that they were exposed to a book that they would not have ordinarily chosen and were happy to be introduced to a new author.

Diana reports that work continues on the roadways of the subdivision to the west of the library.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
June 2007

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for Board review in July, the Public Records Policy and the Public Relations and Public Information Policy. A slight revision is recommended for both. Please see R 10-R 12. The edits to the Public Relations policy are to clarify the meaning of the last paragraph. We struck the word 'occasional' because it is vague and struck the expression 'held during work hours' because we do attend functions such as Chamber Meetings that are held in the evening. We are trying to make it clear that social activities, such as Rotary Club open houses for exchange students, are not considered work time. The edit to the Public Records Policy is to define the term 'parents' as we do in our Circulation Policy. We have changed the age from 14 to 13 because, as per the Circulation Policy, at age 14 children are permitted to sign for their own card without a parent signature. We wanted to be consistent across policies. **If you approve the Consent Agenda items you will approve changing the Public Records Policy and the Public Relations and Public Information Policy as noted.**

SkillPath Seminar: Sue Tobias has requested permission to attend a SkillPath Seminar, The Indispensable Assistant. This workshop, held in Ft. Wayne on August 29, will address stress management techniques, managing multiple priorities, assertiveness skills, how to handle interruptions that sabotage productivity, how to get and stay organized, time management, team work, and working with multiple bosses. Because this workshop is not sponsored by the Indiana Library Federation, the Indiana State Library, or INCOLSA, Board approval is needed to register Sue. **If you approve the Consent Agenda items you will approve Sue Tobias registering for and attending this SkillPath Seminar.**

General Business:

Committee Assignments: With the resignation of Mike Crawford from the Board and the appointment of Jody Melton to the Board, adjustments to our 2007 Board Committees are necessary. President Mari Anne Sayler will make these adjustments at our July meeting.

Advance Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Resolution to Pay Bills with Prior Approval: This spring the Indiana Senate passed legislation authorizing the library board to adopt a resolution allowing money to be disbursed to advertise and promote the programs and services of the library. Prior to this legislation, operating funds were not allowed to be spent on paid advertisements and other paid promotional materials. This legislation changes the law to allow operating funds to pay for such expenses. The legislation went into effect July 1, 2007. If you wish to allow us to use operating monies for the purposes of paid advertisement and promotion the Board will need to adopt a Resolution to Pay Bills with Prior Approval that includes 'expenses incurred to advertise and promote the programs and services of the library'.

Schedule Budget Committee Meeting Date/Time: We need to establish a date and time for the 2008 Budget Committee Meeting. At this meeting the committee will review next year's budget proposal prepared by library staff. Adjustments may be made and the committee will present final recommendations to the full board at the August meeting. We will need to meet sometime during the week of July 30 as I will have to submit our budget to the Rensselaer Republican on August 6 for an August 16 publication. This is in keeping with last year's budget preparation timeline. The meeting usually lasts an hour or so.

Wheatfield Retention Ponds: While visiting the Wheatfield Library in June I walked the grounds with Diana and noticed a fair amount of water in the retention pond on the southwest portion of the property. This retention pond has water in it all of the time. At its deepest point the depth is around 4-6 inches. We have seen children playing in the retention ponds and chase them away when we catch them. I was concerned about liability, so contacted our attorney Kent Mahnesmith to see if we should post signs. I explained to him that new construction to the west of the library will bring in more people and an increased risk of a problem. He commented that it wouldn't be a bad idea to post signs and also suggested considering a fence. I have also directed Diana to speak with Bruce Shepherd who works for (or used to work for) Indiana Soil and Water Conservation for some advice on natural alternatives to eliminate the standing water. Hopefully we can reach him before we meet July 9. We will discuss this further at the July meeting so that you can decide how you wish to proceed.

Director's Report:

Due to our Advance Tax Draw, we received more tax revenue in June, $30,773.90.

After the June Board meeting I conducted New Board Member Orientation for Jody Melton.

I also held a department head meeting. I try to do these on a quarterly basis so that department heads have an opportunity to share, ask questions, discuss concerns, and brainstorm on system matters.

We submitted our final grant report to the Jasper Foundation for the funds we received for the microfilm reader/printers.

Gail and I are gearing up for Budget Preparation time. We will spend the early part of July preparing the 2008 budget for Board Committee review.

I will be on vacation July 23-27.

System Administrator News

Aargh! Helpdesk is helping Sheila, Michelle, and the rest of the staff tremendously! Before Aargh! was implemented, Sheila believes that staff were reluctant to bring to their attention small technical issues with which they needed assistance because they didn't want to bother Sheila and Michelle with them. With Aargh! they seem to be more comfortable submitting requests. Aargh! also helps Sheila and Michelle know what issues they are each working on and the progress of resolution. In the month of June alone 38 requests were opened and 42 were closed.

We have installed T-1 tails for DeMotte and Rensselaer. This has led to improved Internet access for our branches. Things are much faster now! Since installation Sheila has run a bandwidth utilization report and found that our average bits went from 216/k per second to 50k/sec. That is a significant drop. We had been worrying about bandwidth congestion, but the T-1 tails have relieved the congestion. In addition the complexity of our network setup was greatly reduced. Troubleshooting branch connectivity issues will be much easier for Sheila and Michelle now. Network and equipment diagrams have been updated as well.

Sheila and Michelle are always busy with big projects in their department, but they are equally busy with minor issues. A few of those in June included: working on getting Gateway PCs converted to our new Microsoft network, researching a Hotmail download issue for a patron, setting up an ILL email account for Tess & Linda, fixing the children's game PC at Rensselaer, and adding electronic group calendars for all meeting rooms.

Michelle has been sending all staff tips for using various features of Outlook, our new email program. At installation all staff were trained in using Outlook, but Michelle has been alerting staff to some of the other features that they might find useful. She sends these via email on a regular basis so that staff is not

overwhelmed with the magnitude of things they can do. Then they can pick and choose which features they want to make use of.

Technical Services News

Jen continued work on updating department procedures this month. She updated her procedure for running statistics that will be very helpful for her staff while she is out on maternity leave. She also worked on a procedure for pulling bestsellers that are to be rush-processed and pushed out onto the floor faster. This has been a goal of ours, to get those new materials in the highest demand into patron hands as quickly as possible.

Jen worked on database cleanup this month. There were some technical matters that were hindering searches in our circulation module and our OPAC. The database cleanup has led to better functionality and better search results for staff and patrons alike. Jen is very satisfied with the end result. While things were certainly working well before her work, her work has led to improved performance.

Jen continues to add holding codes to our cataloging records. This is useful for staff who are responsible for collection maintenance. They can better tell what areas of our collections are most heavily used and how many items are contained within a particular collection. These holding code changes affect the monthly statistical reports that I prepare for you, so my spreadsheets must be updated with every change we make.

Jen's department cataloged over 1000 items in June.

DeMotte Library News

As an outreach activity, Yvonne makes regular visits to Oak Grove. Currently nine residents receive books, magazines, movies, and Playaways via our Walking Books program. Residents at the rehabilitation unit receive a travelogue movie and a current movie a week. The Sheppard's unit is listening to On the Banks of Plum Creek from the Little House on the Prairie series. The skilled unit is discussing Backstairs at the White House.

To fill in a large bare spot in our landscaping on the east side of the building, DeMotte Library invited individuals and groups within the community to donate flowers and plants to the cause. Joe Zellon prepared the dirt by pulling weeds and roots and turning the soil. Patrons have provided hostas, silvia, lilies, wild grass, and much more. Yvonne and Ginger did a fantastic job arranging and planting the community garden.

Summer Reading has been wildly successful. At the writing of this report total number of participants was 536 children and 600 adults. Brenda reports that

staff did a great job working together to promote Summer Reading and keep each other sane on those busy, busy days. The staff is working very hard to be a bonded team. She is very proud of them all. She reports that she could not ask for a better group of people to work with.

Thirty-two people attended DeMotte's Open House for their microfilm reader/printer. Marlene did a great job answering questions and promoting use of the machine. The local DAR group that attended the meeting contributed to our good turnout. Cookies and cake were served. Kim did a great job providing these refreshments.

Rensselaer Library News

We have had some vandalism in the men's room this summer. Boys have used paper towels and toilet paper to overflow the toilets. We have now locked the men's room, and a key must be requested at the desk. Smoke detectors have been placed in the restrooms, study room, and meeting room. As we write our Disaster Plan we become aware of potential trouble spots and address this with an eye to prevention.

Jasper County Historian, Beulah Arnott, attended our Microfilm Reader/Printer Open House. She is over 90 and is interested in learning about this latest in technology. We enjoyed her participation in our Open House.

Our Janitor, Jack Standish, will retire on July 20 as will Glenda Brown on July 31. Their knowledge will be greatly missed.

Video clips, promoting Teen Summer Reading Programs and an upcoming Adult Murder Mystery Program, are running via a computer in the adult area of the library. They are set on a continuous loop so that they run throughout the day. Staff will continue to add promotional clips as time allows.

Susan reports that this year's Ice Cream Social that was her kick-off to Summer Reading was bigger than last year. Many parents complimented her on the quality of teen volunteers. Ritzy the Clown made balloon animals for those who attended. All items for this event were donated by Sav-a-Lot which is also generously providing the watermelons for the final program, a Watermelon Feed. We have placed pictures of the Ice Cream Social on our website, along with a thank you to Sav-a-Lot. The support of local businesses is much appreciated. Parents and children alike have been very enthusiastic about our Summer Programs. Playscape Childcare is including the Summer Reading program as part of the curriculum for its older pre-school class. Every Wednesday program is a field trip for those 8 students.

A Harry Potter life-sized cut-out is garnering a lot of attention. We are using it to count down the days until Harry Potter and the Deadly Hallows is released.

Wheatfield Library News

Diana reports that adult and children's programs have been popular and well attended in June.

Rachael offered morning story times on Monday mornings, averaging 20-30 children each morning. YA programs averaged 15 in attendance each time. Programs offered for teens included: geocaching, jewelry beading, crazy bingo, and a forensic entomologist. Make-Your-Own-Sundaes was the highlight of snack time. On the Saturday before Father's Day, Rachael held a special story time for kids and their Dads. This was well attended. Pictures were taken, and they made frames for the pictures to take home.

Adult Summer Reading has gone well. Diana had not yet offered this program in her new library. Computer Class attendance was lighter than in winter months, but those who did attend were very appreciative of Sue Well's presentation. A container gardening program enticed 12 people to attend, in spite of a printing error in the paper that sent folks to the DeMotte Library for this program. DeMotte staff efficiently directed patrons to the correct building, and after a delayed start, the program went off without a hitch.

Rachael did make use of Young Adult volunteers this month to help with programming for the younger set.

The Friends of the Library plan to purchase library bags to sell at the Sandhill Crane Festival in September. They also plan to sell popcorn and sno cones as both a fundraiser and as a means to be a presence in the community.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

Director's Report
July 2007

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for Board review this month: the Bulletin Board Policy and the Art Exhibit/Display Case Use Policy. No changes are recommended to the Bulletin Board Policy. One revision is recommended to the Art Exhibit/Display Case Use Policy. Please see R 10. As a part of our procedure we do not ask displayers to fill out an application. We ask them to sign an agreement form indicating that they have read our policy governing art exhibit and display case use. The suggested revision results in a more accurate description of what actually occurs when someone will place an exhibit or display in a library. **If you approve the Consent Agenda items, you will approve changing the Art Exhibit/Display Case Use Policy as noted.**

Nonresident Borrowing Fee: Our fee is presently $62. Our per capita operating cost for 2006 was $63.44. In order to comply with state requirements we must raise the cost of our Nonresident Borrowing Fee to equal or exceed $63.44. In the past our nonresident fee has been a round figure so raising the fee to $64 would keep us in compliance. If you want to talk about setting a fee other than $64, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve raising the Nonresident Borrowing Fee to $64.**

Workshop Attendance: Angela Barton has requested permission to attend a 'Storytime Year' workshop. Fee to attend is $30. Workshop will be held at the Wells County Public Library. Participants will learn new finger plays, songs, and activities; discuss the basic elements of a program and the value of audience participation; get a list of sure-fire story time books; get a list of resources for finding crafts; and find ideas to perk up programs and get energized. Because this workshop is not an ILF, ISL, or Incolsa sponsored event, Board permission is required for Angela to register and attend. **If you approve the Consent Agenda items, you will approve Angela registering for and attending the Storytime Year workshop.**

General Business:

Wheatfield Public Library Retention Ponds: Bruce Shepherd and Lana Zimmer who are on the Jasper County Soil and Water Board will attend our August meeting and do a presentation for the Library Board regarding how our retention ponds could be enhanced and maintained as a wet land.

Budget 2008: The Budget Committee met to review the proposed budget for 2008. They will ask the Board to approve advertising the budget as detailed on R 12-R 20. The hearing will then be held at 7pm on Monday, August 27 at the Rensselaer Library. That special Board meeting is already listed on your Board meeting calendar. This will then allow you to approve the budget at your September 10 Board meeting.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. You did this same thing last year. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost.

Director's Report:

Gail and I spent nearly two weeks preparing the 2008 budget paperwork for the Budget Committee's review. It takes an amazing amount of time to pull together all the needed information to crunch the numbers. I was pleased with our hard work and the budget we presented. Budget Committee met to discuss our work on July 31. I also met with our DLGF field rep who looked over our paperwork and approved of our numbers. She recommended no changes to the paperwork.

I did attend a Northwest Indiana Library Director's Meeting on August 3. I missed the July meeting because we were in the midst of Board meeting preparation. I enjoy these meetings as we often share common concerns and can help each other sort out challenging issues we are all facing. It is always a learning moment. The August meeting was held at North Judson.

The Jasper County Board of Commissioners called a special meeting for Monday, August 6 at 4pm. The purpose of the meeting was to discuss missing data that the DLGF has yet to receive from the Jasper County Assessor. DLGF sent a letter to the Commissioners demanding immediate compliance with data submission statutes and regulations. (All taxing units received a copy of the letter.) They were told to conduct a hearing on the matter immediately so that is what occurred on August 6. I attended the meeting. I did learn that one missing data set has been submitted by the Auditor to the DLGF. However 2006 Sales which are the responsibility of the assessor have not yet been submitted. No one seems to know exactly when the data will be submitted and, the missing data is the biggest reason that our 2007 Budget is not yet certified. Budgets will not be certified until the missing data is submitted. The Commissioners do not have any authority over the Assessor who is an elected official, so the county is really at the mercy of the Assessor and his office staff. The auditor and the treasurer are still in hopes of a fall tax bill payable in November, but this is not a guarantee. It

depends upon how fast things move through DLGF. It is very likely that a similar scenario will occur next year. It was noted that this situation is not unique to Jasper County. There are other Indiana counties in the same boat.

We did receive another $64,000 in tax revenue due to one of our advance tax draws. We will request another advance next month. Revenue collection for our county has slowed down a bit, so we will wait a month before requesting more money.

You have probably already read in the paper that Governor Mitch Daniels has announced the establishment of the Commission on Local Government Reform to examine reforming and restructuring local government to find long-term solutions to the current property tax dilemma. This commission will not make policy, but may influence the decisions made by the Indiana General Assembly in 2008. One item that the Governor has directed this commission to consider is, "What local units of government (including schools and libraries) might be successfully consolidated to reduce overhead and administrative expenses?" Please see R 25-R 29 for more information. At this point in time I am simply making you aware of this commission and the directives it has been given.

I enjoyed my weeklong vacation at the end of July.

System Administrator News

Sheila reports that our network troubleshooting procedures, post server migration, are complete. They are much simpler than before we had the T-1 tails installed.

Sheila spent a lot of time on Universal Service Fund paperwork this month. With 6/30 being the end of Y2006, she had to reconcile the discounts we received for the year. Embarq was difficult to work with. They do not calculate our discounts correctly, and it is Sheila's responsibility to ensure that they do so. After much persistence on Sheila's part all discounts were calculated to her satisfaction. Our credits will be correct.

We have purchased our self-check software. The Indiana State Library authorized us to begin spending grant funds for this project. Implementation will not actually occur until 2008 since we have budgeted some 2008 operating funds for this project, but we can get started with purchases since we have grant funds at our disposal.

Michelle kept busy this month with various tasks: preparing the old Gates PCs for donation to non-profit organizations; replacing various components of troubled pcs; attending an Automation Counterparts meeting with Sheila.

Technical Services News

It has been an eventful month in Tech Services. Jen is out on maternity leave! Her son, Conner, was born July 16, sooner than expected. Mother and baby are doing just fine.

Jen's full time staff members, Peggy and Mary, are doing a great job of keeping the work flowing in Jen's absence. They have learned how to run reports they have never run before and are working with our collections accounts which is also new to them. In addition to these new and temporary assignments they are doing a great job with regular responsibilities.

Part-time clerks, Chris and Barb, have been a big help too as all are adjusting to Jen being out. We expect her to return in early October.

DeMotte Library News

Brenda is preparing lesson plans for the computer classes she will teach in August using our portable computer lab. Classes will be held at the DeMotte Library.

Brenda made a presentation to the DeMotte Rotary Club in July. She promoted library services and library card registration. She really appreciated the warm welcome and hospitality shown to her by Rotarian and Board Member Tim Schultz. As a part of her presentation she offered a trivia question activity which was enjoyed by all.

Yvonne has been coordinating stellar adult programs. Recent offerings included a self-defense class, a program on Hospice, and a Medicare Benefits program. A movie licensing agreement has been purchased. Staff has already shown Harry Potter, Bridge to Terabithia, and RV.

Brenda reports that the branch is doing well, with staff working together for the common good of the library. She comments that Jill and Kim have been particularly team spirited with their recent endeavors.

Rensselaer Library News

A lovely gemstone globe was donated to the library. It is located near the circulation desk and garners a tremendous amount of admiring comments.

Jack Standish, Janitor, and Glenda Brown, Library Specialist, both retired this month. Emily Duran, Library Assistant, has been promoted to replace Glenda. Janitorial replacements are underway. We have opted to turn Jack's position into

two janitorial positions with fewer hours each, modeling after a similar arrangement at the DeMotte Library. A replacement for newly promoted Emily will be sought soon.

Local author Debbie Ludwig-Galich had a book signing at the library for her book Innocent of Tribulation. She donated a signed copy to our library.

The Children's Department debuted a movie on the lawn program in July. Abbott and Costello in Jack and the Beanstalk was cancelled when a thunderstorm rolled into the area. Fortunately 11 people were able to watch a short Bugs Bunny cartoon before the storm blew in. The movie has been rescheduled for August 11. Nearly 250 readers participated in our Summer Reading program. Each program averaged over 100 people in attendance. A magician and a bubbleologist generated the most excitement. Local merchants like Sav-a-Lot were instrumental in our success, having donated food and other necessary items.

Wheatfield Library News

Summer Reading wrapped up with a party on July 3. 99 children read at least 6 books (grades K-4). Largest program attendance was over 80 individuals. She thought that on the whole Summer Reading was very successful. Rachael also offered a unique Llama Program. 23 individuals came out for this program that featured both an adult and juvenile llama. This program was held on the southeast lawn.

Diana has done some weeding around her building and in the north retention pond area. Brian sprayed the weeds, and it does look much better. We have a broken irrigation pipe in the front of the library. He noted a leak and, in investigating, he found the broken pipes.

The Wheatfield Chamber of Commerce has a community map available. Some of these are available at the library. They are very nice maps. Real estate folks have been giving them to clients. The library has a small 'ad' on the map which contains contact information and hours.

Diana has arranged for an October program featuring Phil Potempa, a columnist for the Hammond Times. She has also added his most recent book to our collection. She is eagerly anticipating this program as he has local ties.

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
August 2007

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: Four policies are up for Board review this month: Board Privileges, Staff Privileges, Group Visit Policy, and Mission/Role/Values. Revisions are recommended to Library Staff Privilege Policy and Mission/Role Values. Regarding the Library Staff Privilege Policy we added wording about holds and renewals because staff are expected to follow the same rules that patrons must follow and this was never clearly written into the policy. ***Since*** *we added social use of the meeting room in* **2005** *we have allowed staff to use the room for social reasons free of charge with no deposit required. Since that has been our practice it seems prudent to get this into a policy. If you don't wish to allow this we will not revise the policy and begin to charge immediately as needed.* We could also add this to the Board Privilege Policy if you wish. Please remember that we do charge a fee for the general public to use meeting rooms for social purposes and require a deposit. Regarding Mission/Role/Values, we simply corrected some library jargon. **If you approve the Consent Agenda items, you will approve revising the Staff Privilege Policy and Mission/Role/Values as indicated. You may remove from the Consent Agenda if another action is desired.**

Workshop Request: Linda Poortenga has requested permission to attend a Purdue University sponsored workshop entitled The Beginner's Guide to Grant Writing Workshop. This two- day workshop is a great skill builder for the beginner or intermediate grant writer. Attendees will learn about proposal outlines and how to expand the outline into a full proposal. They will also learn strategies for finding funding and how to polish proposals for professional review. Linda is the chair of our grant writing committee. This workshop is very relevant to her job responsibilities. Cost to attend is $150. Workshop will be held at the Jasper County Extension Office. **If you approve the Consent Agenda items, you will approve Linda attending The Beginner's Guide to Grant Writing Workshop.**

General Business:

Wheatfield Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Wheatfield Landscaping: During Diana's annual report she will apprise you of the current status of our landscaping and her plans for upcoming months. I encourage you to come to the meeting early and take a look at our lawn and landscaping. This will help you take an active role in the discussion.

Budget 2008: At the September meeting you will need to pass a resolution adopting the 2008 Budget as advertised. As a reminder here is a budget summary: Operating Fund $1,847,483; Library Improvement Reserve Fund $50,000; Bond & Interest Redemption Fund $315,748; Capital Projects Fund $47,000; Rainy Day Fund $50,000.

Advance Tax Draw Resolution: Earlier in the year we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Director's Report:

Long Range Plan/Technology Plan Update- Since my last update we have accomplished the following actions as per these plans: Disaster Recovery Plan underway, marketing via My Space, salary/benefit review, genealogy training sessions held for staff, reviewed staffing needs in all departments, library newsletter being distributed around our communities, Tech Plan was revised, evaluated monitoring software and installed SofTrak, New Technology and Basic Literacy Committees gave annual report to Management Team, marketing via video clips in library and at community festivals and other events, evaluated dataline speed, added T-1 tails, improved research resources icons, trained Tech Service staff on system troubleshooting, added local information to JCPL homepage.

Last fall, the State Library was given a directive from the State Budget Committee to improve standards and add credibility and validity to librarian certification. The State Library strongly supported this directive and formed a statewide Certification Taskforce to re-evaluate current standards and develop new standards that will significantly strengthen Indiana's librarian certification process. I am serving on this taskforce and have attended two of the three meetings already held in Indianapolis. I will attend a 4th and hopefully final meeting in October. Hopefully by the end of the year we will know what the new requirements will be.

I met with Megan Maurer, Indiana State Library Regional Coordinator for the Western half of Indiana. Megan visited me to get acquainted and learn about our library first hand. She brought news from the State Library and allowed me to ask questions and express concern about State processes and procedures that impact us. I appreciated the visit and the information she shared. She spent a half day in our library.

The Marketing Committee participated in Cops Night Out (2 locations). Several JCPL staff members set up booths and provided face painting, freeze pops, and prizes for attendees. Events like these allow staff to get out into the community and meet/greet people in a new and different way. We always pass out library marketing goodies to make our presence known and encourage people to come and visit us at the library.

System Administrator News

On August 20/21 we moved out automated system database from our servers here at Rensselaer to new servers at TLC's West Virgninia location. It took a lot to prepare for this event. At the end of the process some technical issues arose: Tech Services macros do not work, staff occasionally get an Oracle error, and receipt printers ad DeMotte and Wheatfield aren't working as they should. Sheila is working on resolving these issues.

Brian from ENA visited our library to discuss services for next year's USF funding year. Our current T-1 is at 97% bandwidth utilization. We have ordered a second T-1 line. It will be installed in mid to late October. After July of 2008 a portion of this line will be funded by USF. Many public libraries are dealing with bandwidth issues. It is a common problem. Adding a second T-1 line will provide better Internet service for staff and patrons.

Sheila has joined the Indiana Network Leadership Team whose sole purpose is to direct the success of Indiana's education and public library network. This will allow Sheila to share her expertise, ideas, and suggestions as a representative of the network members. Other members include superintendents, technology directors, librarians, and library technology specialists. ENA, the Indiana Department of Education, and the Indiana State Library are enthusiastic about the ideas and suggestions that this group will generate.

As a money saving gesture, Michelle scanned our business card logo into the computer and cleaned up rough edges so that we can now print our own business cards rather that have a printing company do it for us.

Technical Services News

It was a busy month in Tech Services. Peggy and Mary spent the first few days of the month trying to figure out how to do the monthly reports. That was a challenge, but thanks to Jen's fantastic notes and procedures they managed to run all reports when they were supposed to.

Anticipating down time for TLC server migration, Peggy and Mary focused only on cataloging for a few days so that they would have an abundance of items to process when the database was inaccessible. This plan worked very well.

They cataloged 843 items, deleted 1021 withdrawn items, and deleted 383 authorities that had no records attached. They also facilitated an AV shopping trip.

DeMotte Library News

The heavy rains in August brought an aggravating roof leak. There was no damage to carpet, furniture, or materials, but several ceiling tiles were damaged and had to be replaced. After much effort Joe Zellon feels he has determined the source of the leak and has been sealing and tarring the potential trouble spots. We will keep an eye on things, but if the leaks continue, we may need to pursue other repair options.

Kim Delger has started a second book discussion, held in the evening. She had nearly as many attend the new evening book discussion as attended the regular afternoon session.

Marlene and Brenda attended a Genealogy Workshop offered at the Allen County Public Library.

Using the portable computer lab, Brenda taught 8 computer classes this month. The number of attendees was lower than she would have liked, but response to the actual classes was positive.

Rensselaer Library News

Many staff received training this month. Angela Barton attended a free Every Child Ready to Read workshop held in Merrillville. Susan and Linda attended an excellent introduction to grant writing workshop held at the Allen County Pubic Library. In addition Linda attended a Genealogy Workshop which was very informative. With Glenda Brown's retirement, Linda felt a need for training in this area.

Programs continue to go well. Rensselaer held their first card-making class, which was an overwhelming success. Each participant made 5 cards. They will offer an encore presentation in October. Pinochle and euchre continue to have a nice following and have become a self-sustaining group.

Youth programming included a program on Henna Tattoos. This was a teen event. The participants created 2 temporary henna tattoos and enjoyed hummus

and couscous while listening to Middle Eastern music. The also learned a little about the history of tattooing in various cultures.

A Movie on the Lawn Program was offered, featuring Abbott and Costello in Jack and the Beanstalk along with two Bugs Bunny cartoons. A grandmother thanked us for introducing her granddaughter to Bugs Bunny.

Wheatfield Library News

Diana made a presentation to DeMotte Rotary in early August. A Rotarian commented that he thought it was a good presentation and felt if would make people more aware of the Wheatfield Library. This Rotarian regularly uses the Wheatfield Library.

We are in the process of moving the official library signs on Highway 10. We took down the old signs that pointed to the old library location. Due to their condition, we have ordered new. When they come in, the State Highway Department will put them up for us.

Because of extensive sewer work for the subdivision to the west, Bierma St. is closed at Highway 10. The library can only be accessed by the north drive. There is a very deep hole cut into the road right next to that entrance. Machines have been busy laying pipe for the project.

The Friends of the Library donated $300 to the Children's Department for the purchase of juvenile books. This generous donation will supplement Rachael's book budget and is much appreciated.

Diana has been in conversation with Bruce Shepherd about the wetlands project. He plants to start the planting phase in the spring. He will also wait until spring to spray unwanted grasses on the retention pond edges until just before planting so that they will not be brown patches all winter. The plantings he has planned will include blooming plants since they are more visually appealing

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
October 2007

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

Policies for Review: Three policies are up for review in November: the Indemnification Policy, Circulation Policy, and Materials Selection Policy. No changes are recommended to the Indemnification Policy. **Please see R 10-R 18.** Revisions are recommended to the Materials Selection Policy. We have changed the wording used to describe some material types for clarity and to eliminate jargon. Several revisions are recommended to the Circulation Policy. Some are for clarity. Some are to eliminate jargon. Some are to reflect Board business that occurred earlier this year that must be noted in this policy. Please pay particular attention to the following: We do recommend changing the age that an applicant can get a card without a parent's signature from 14 to 18. This is in keeping with what some other Indiana libraries do and seems more logical since parents are responsible for their minor's financial obligations. We believe that parents should know if their child is getting a card and show by their signature their willingness to be financially responsible. We now want to require people to pay their card balances back to zero at card renewal time. Most cards expire every 3 years. Patrons often carry a balance of $4.99 or less because the card is not stopped until they reach $5, and they are never required to pay it off. Changing the policy would incur a bit more revenue for the library and encourage patrons to clear their balances at least every 3 years. We recommend increasing the number of computer software units that a person may have out at one time from 2 to 4. Our collections have grown, so we feel we can allow an individual to take more out if they wish. We have noted that we will only accept payment in US currency. We did receive a check this past spring that was drawn on a foreign bank and due to the exchange rate we incurred a small bank fee. We do not want that to happen again. Lastly, at patron request we will provide rewritable disks for purchase at cost. **If you approve the Consent Agenda items, you will approve changing the policies as noted.**

General Business:

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their annual reports at the November Board meeting.

Reorientation of DeMotte Library Entrance: Our Long Range Plan indicates that in 2007 we are to investigate the possibility of reorienting the front of the DeMotte Library to face east. We will begin this process by having a discussion about whether or not this is something that the Board still wishes to consider and if so when and how we will proceed. I have purposely scheduled this discussion for a Board meeting when our DeMotte Librarian is present and can be included in the discussion. She has been on staff for eight months now and has a much better grasp of her facility and the community she serves.

2008 Slate of Officers: Nominating Committee will present a slate of officers for 2008. Elections will be held at December Board meeting.

Advance Tax Draw: Earlier in the year we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Patron Purchase Service: I have been in the system for over ten years, and throughout my tenure with this library we have allowed patrons to purchase materials through the library as a service. Staff recommends that it is now time to drop this service. At the time this service was implemented, patrons very likely had limited means to order needed materials. They would have had to work with bookstores or publishers to acquire needed materials. Ordering through the library provided an easier means of acquiring what they needed and allowed them to sometimes get these materials at a discount. With the advent of the Internet, patrons now have many, many options to order books and other materials themselves online, selecting from a variety of vendors, and searching for just the right price. This service has become a burden for the library for the following reasons: patrons are not being responsible about picking up and paying for items in a timely manner, which delays payment to the vendor; sometimes patrons even change their mind about the item and when it arrives tell us to send it back which is not an easy task; our vendor, Baker and Taylor, requires payment in a check made out to them which is an issue for patrons who wish to pay us with cash; a lot of staff time is spent processing requests as patrons often aren't clear about what they really want and depend upon staff to sift through available options for them; bookkeeping between JCPL and B & T is ineffective as we have experienced B & T crediting the wrong items on the patron purchase account and being reticent to correct; in addition patron payments that are collected by the Rensselaer and Wheatfield Libraries must be sent via transport to DeMotte Library where the staff person who monitors this service works. We have had checks that have gone astray which has created extra work for staff. We feel that the need for this service has come and gone and the cons far outweigh the pros. Staff time can be better spent in other ways, and patrons have an option for purchasing these materials online independent of the library. Board approval is required to drop this service.

Health Insurance: It is time to select the health insurance package we will offer to employees for 2008. Please see R 20 for details. In reviewing our options for 2008 we did consider and look into the feasibility of an HSA. At this time employees are not asking for an HSA and the cost of the upgrade included in the HSA package was more expensive and provided less coverage than employees are getting under our current plan; therefore we are only recommending one option for 2008 health insurance. Insurance in 2008 will increase $7.86 per month for the basic plan for the same coverage received in 2007 if the library covers 80% of the cost as we have done in the past. **The Board must vote to offer package 3 to eligible staff and vote on the percent they wish the library to cover.**

Director's Report:

Please note that the November Board meeting will be held at the DeMotte Public Library. ☺

Good news! We did received CAGIT money on November 1. This will help immensely as we continue to operate with limited revenue. The auditor's office is still holding fast to the notion that there will be a tax bill sent out before the year closes. Our application to the Indiana Bond Bank was submitted and is being reviewed. We have not heard anything from them yet, except for a few follow up questions to clarify data we submitted.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. See R 9 for details of this year's count.

We have selected our title for next year's Jasper County Reads One Book, The Curious Incident of the Dog in the Night-Time by Mark Haddon. This fiction story features Christopher Boone, an austistic15-year-old who narrates this story. LaPorte County Public Library and Montgomery County Public Library have used this book for one read initiatives.

Evie Bristol and Angela Barton, Children's Specialists from DeMotte and Rensselaer respectively, co-hosted a Young Adult Counterparts meeting at the DeMotte Library. Nine libraries sent representatives to this event. Topics discussed were program ideas, Teen Advisory Boards, marketing to teens, computer use, and collection suggestions.

The Disaster Recovery Committee, which I chair, met this month to flesh out more details of our Disaster Recovery Plan and discuss the layout of the document.

I did spend a lot of time this month working on employee evaluations and attended an Incolsa Regional Forum meeting early in October.

System Administrator News

Sheila attended an ENA Leadership Team meeting this month which she found to be extremely valuable. On the first day they had a roundtable discussion of the library leadership team members and ENA personnel. They discussed Internet bandwidth concerns, ENA options to help alleviate bandwidth issues, and email retention. On the second day the team met as a group (schools and libraries combined). ENA discussed Internet2, Federal Rules of Civil Procedure, and archiving solutions. There was also a Legislative Roundtable which included an Indiana senator, representative, and attorney.

Sheila and Michelle addressed many pc and server/LAN/WAN issues this month. Our second T-1 line has been installed. Our speed issues have improved but are still not as good as we would like them to be. Sheila continues to work with ENA to correct. ENA assures her that we will figure this out and be able to improve things even more.

Sheila continued work on the Intranet this month. She did unveil this staff collaboration tool at our October management meeting. She has been able to incorporate a social networking site into the Intranet site which will allow staff to upload pictures and videos and to collaborate online. This will be discussed further at our November management meeting.

Post migration project, there seem to be some remaining printing issues and cataloging issues that are hard to troubleshoot because they do not happen all the time. Sheila is actively working to resolve these.

Technical Services News

Jen returned to work from her maternity leave in mid October. She says, "it took me a little time to figure out where I had left off. I had such great plans of making my desk and all my projects nice and tidy before I had my baby. Unfortunately, Conner didn't let me do that. But by the end of my first week, I felt like I was back in the swing of things…my staff did a wonderful job while I was gone. They dealt with my extra workload while being inundated with new materials. They kept on top of most things very well."

Jen has been telecommuting one day per week. She has VPN software loaded on her home computer that allows her to access TLC as well as her home directory with ease.

Jen serves on our Disaster Recovery Committee and spent some time this month putting together a list of vendor names, addresses, phone numbers, and account

numbers, should we need to contact them for duplicate invoices or packing slips in the event of an emergency.

Jen had several issues related to the TLC server migration project to attend to upon her return. Software had to be loaded on her work computer, label configurations did not transfer seamlessly, databases that Jen regularly accesses were not loaded on her TLC login, cataloging templates had to be transferred, NetLibrary and MyLibraryDV records were not transferred. There was a problem in the serials module. An items added report would not work with the new system. These were very frustrating issues to return to. Jen reports that nearly all of these matters have now been corrected or resolved.

DeMotte Library News

Brenda hired a new Youth Services Assistant this month who she expects will be a wonderful addition to her staff. She has also been arranging for dates for DeMotte's 'We Made It Through the Year' party to be held next month. She has one staff person who cannot celebrate holidays so they are trying to keep their December celebration neutral. She has also been busy dealing with the usual facility management matters that take up oodles of time.

Evie has hit the ground running, arranging numerous youth programs, hiring a new page, starting up a high school book discussion group, hosting a Ghost Stories program at the Fairchild House, co-hosting a YA Counterparts meeting, moving into the Youth Services office, preparing for Scholastic Book Fair, and writing the annual report for the Marketing Committee which she chairs. She enjoys what she does and is a big help to Brenda as assistant in her department.

Yvonne offers a lot of outreach program at Oak Grove and the number of participants is growing. She is reading Little House on the Prairie to the Shepherd's unit, and the skilled unit is discussing the Coolidge Administration. She makes a number of visits each month, providing library materials to residents who need them. This is a tremendous outreach.

Marlene has been working on our VINE database. She now has the DeMotte High School seniors through 1970 and has started on KV from 1971 to present. KV Post indexes are up to date. Kim hosted another successful book discussion this month with 17 in attendance. She has also been busy preparing to receive 2008 magazine subscriptions.

Rensselaer Library News

The Friends of the Library Fall Festival went extremely well, with approximately 327 attending. The weather was beautiful. The bingo and cake walk were especially popular. We had some very special cakes this year: a Lego cake, a

honeybee hive, a lady's hat, a gumball machine, a hamburger, and Frankenstein cupcakes to name a few. Other fall programming was well attended: Ghost Trackers, the Riley Read, and Halloween Happenings brought a lot of people into the library.

Angela did a phenomenal job filling in for Susan this month as Susan took several days of vacation. Angela's teen programs are very creative, and with the newly organized Teen Advisory Board's input, she is beginning to have much better attendance at her YA programs.

Teen Advisory Board is planning for a coffeehouse/poetry reading to be held in March. Two teens have taken on the responsibility of getting publicity for teen programs to the school. One teen has joined the Friends of the Library and several have expressed interest as this is an avenue for raising money for the library. We are impressed with their interest and initiative!

We did have a staff carry-in this month on Halloween with many staff dressing up. Linda reports that this was a great time of bonding, and that the Rensselaer staff is highly creative and brings so very much to the community. It is a pleasure to work with each person. Barb Blake, Public Service/Technical Service clerk offered her resignation effective November 30. She and her husband are moving out of the area.

Wheatfield Library News

Diana reports much activity on the property west of the library: limestone trucks moving up and down the roads, roads being extended, more ground being worked for additional homes. All of this activity reminds Diana that soon there will be more opportunities to serve people in her community. The bowling alley to the south of the library is also under construction.

Rachael had to add an extra session for Story Time and Toddler Time due to demand. This month she did several readings at the elementary school, preschool, and Headstart. Her Halloween after-school program was so well attended that she will likely need to enlist the assistance of volunteers next time around. Teen programs for the month included Dance Dance Revolution and Guitar Hero. Both were well attended.

Diana's program featuring Phil Potempa, a columnist for The Times was a hit. Phil writes a weekly column that includes a recipe and stories. For this program, his mother brought pumpkin pie fudge, a recipe from one of his books. To continue this theme Linda Thompson provided Florence Henderson brownies and Diana provided Jim Nabors banana bread. Phil sold a number of his books and many people enjoyed this inviting program.

Don Gear spoke with Diana about repairs to the cracked sidewalk in front of the library. The sewer project did some damage to this sidewalk. Diana reminded him that the sidewalk was there before the library was built, so that while it was nice to hear that it would be repaired, we considered it under the town's jurisdiction. He was glad to be reminded of this. He also shared that there could be several entities interested in helping fund a boardwalk/sidewalk over the wetland area if the Board approves of this addition.

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
November 2007

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2008 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2007 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2007 Salary Ordinance.**

General Business:

Advance Tax Draw: Earlier in the year we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Advance Funding Program: I spoke with the County Treasurer on November 26 and learned that the long awaited tax rates have arrived. There is much work that the auditor and treasurer have to do before tax bills go out. The treasurer has indicated that tax bills will go out mid to late December. Once they go out, taxpayers will have 30 days to pay. According to the treasurer, this means that we can hopefully expect our final settlement for 2007 taxes to arrive in late January or early February 2008.On December 6 or 7 the treasurer will have a good idea of how much money we have captured with our most recent request for an advance tax draw. This check should be ready for us the week of December 10. I have been in communication with our attorney Ed Dumas and the county auditor and treasurer. At the December Board meeting I will have a recommendation regarding the Advance Funding Program.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount you may transfer is $30,126. We recommend transferring $30,126 of the budgeted amount as planned in the 2007 budget. It is good to set aside money each year for future improvement needs. The Board will need to pass a resolution in this regard.

2008 Salary Increase: During 2008 budget preparation we placed sufficient funds in the 2008 Operating Personal Services budget to allow a 3% salary increase in January and an 80 cent compression increase across classifications in July 2008 to address the required federal minimum wage hike. This is in keeping with past history. The last minimum wage hike occurred in 1997. A board vote is required to implement this decision.

Election of Officers: You will be electing your slate of officers for 2008. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President-Sue Deardorff, Vice-President-Anne-Marie Egan, Secretary-Jody Melton, Treasurer-Natalie Waling, Assistant Treasurer-Mari Anne Sayler.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 27 at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Who will be available to attend this meeting, and at what time do you wish to meet? We must have at least four Board members attend this meeting that usually lasts no longer than ten minutes. We typically meet in the morning.

Director's Report:

During the month of November I worked on 2008 business, preparing many forms and schedules that are needed as we transition to a new year. I worked on a Staff Must Know List, finished presenting performance reviews for my staff, and assisted with processing in the Technical Services department on several occasions. Gail, Sue, and I will be attending a December Bookkeeping/Annual Report Workshop at the Culver Public Library on December 13.

Long Range Plan/Technology Plan Update-Since my last update we have accomplished the following actions as per these plans: Youth Specialists attended CYPD; marketing information and library materials were made available to St. Joseph College; began discussing reorientation of DeMotte Library entrance; received report from Marketing Committee; evaluation of adult and youth programming in process; booklists and bookmarks created as a reader's advisory tool; staff reference quizzes complete; Staff Must Know List in process; established 24-hour movie hold and 3-day book hold policy to improve wait times on popular materials; DeMotte regularly assesses homework assistance needs; continually evaluating acquisition methods; continue to research and evaluate distance technology; added second T-1 line; migrated to Windows server; satellite equipment removed; implemented intranet to improve library functionality; evaluated in-house tech support; staff training on electronic resources continues; website updated regularly.

System Administrator News

Michelle spent a lot of time this month getting A+ software updated and working on all DeMotte and Wheatfield multi-use PCs. In addition many Wheatfield and DeMotte PCs (mostly Wheatfield) have been experiencing 'delayed write failure' errors. Michelle suspects installation of Student 2007 or Encarta is causing the problems. She is actively troubleshooting this issue.

The Intranet is up and running. We have included lots of useful information in one location: policy and procedure manuals, staff handbook, management guidelines, Long Range Plan, Technology Plan, and numerous in-house forms, schedules, and timelines. Staff seems eager to use this new resource that includes a social network for staff collaboration and team building.

Midway through November TLC slowed to a point that Technical Services staff could not catalog. Our T-1 lines were not at capacity so Sheila did not know why we were so slow. ENA determined that the problem was on TLC's end (in Virginia), and Sheila was able to demonstrate this to TLC. After some research, TLC said they fixed a problem on their end that might be causing the problem. Since then things have been working well.

Sheila has been busy with Universal Service Fund filings, a performance review, and getting quotes for year-end purchases/encumbrances.

Technical Services News

Jen reports that this was the month to catalog! She and her full time staff were cataloging like fiends, trying to free up shelf space for the orders we will (hopefully) place in December. They cataloged all books that were doubles or triples and well as materials that arrive annually as continuation orders. They cataloged 1351 items this month. Jen reports that they have only had one month better than that in the 10 years she has been on staff.

Jen added more holding codes to our database that allows us to separate out each Dewey area for easier statistic gathering, reporting, and evaluating. She will continue to add more codes in December.

At the decision of the Management Team some new processing procedures have been implemented. As a part of our management meetings this year we have been discussing some of our processing procedures. Out of those discussions came the following changes: we will now place barcodes on the front of all books (this will help patrons who use self-checkout kiosks coming in 2008); we will no longer place pockets in books (these are no longer needed since we do not check materials out with a book card and will save money); and we will relocate library ownership information to the spine of the book. These changes will make things easier for patrons and staff and save money as well.

Jen spent some time training Evie this month on collection development procedures that affect Jen's department. She also collaborated with Linda to hire a new technical services/public services clerk as our previous clerk resigned.

DeMotte Library News

Brenda taught 5 computer classes for seniors this month, helping two seniors get their laptops hooked up to the wireless so she could have more then 9 students. She has been training Kat and discussing upcoming months in the children's department since Evie will be out for a maternity leave for several weeks. She has also been observing and working with circulation desk staff helping them learn effective search techniques to improve customer service. DeMotte Staff hosted a Friend's luncheon for the Friends who came and decorated the library for Christmas which was much appreciated. Brenda asked the Friends for a new TV and stand for the meeting rooms and was awarded $1700.00 for this purpose.

Evie met with the Teen Advisory Board to discuss what programs they would like to do, any new materials they would like to see, and how they would like the Teen Advisory Board to be run. She is trying to restructure the board to improve attendance/participation. DeMotte's newest employee Kat has been doing a great job assisting Evie, working on numerous projects in the children's department and gaining a good grasp of library procedures and policies.

DeMotte Staff kept busy with programs, meetings, and staff training. They also held their "We Survived the Year Party". Out of respect for staff with various religious beliefs, they did not offer a Christmas party. This year's party also tied in Evie's baby shower.

Brenda reports that she is still learning something new every day. She never thought working in a library could be so challenging. "Thank goodness for my fantastic co-workers. They worked very hard this last year to teach me the ropes. Just when it feels like I have hit a wall, a co-worker presents an idea and we're back in business. This is how cool my staff is! ☺", reports Brenda.

Rensselaer Library News

Linda reports that the library looks lovely with all the holiday decorations around the building. The adult and children's sections are festive. They were without the multi-use pc #10 for the entire month of December, which very likely impacted the Internet statistics for the month. Dell is replacing the entire computer as all troubleshooting mechanisms have been exhausted.

The Annual Christmas Tree Walk is being held once again this year. Seven trees will be on display in the library. Patrons can vote for their favorite tree with

nonperishable food items, which will be delivered by volunteers to the Rensselaer Food Pantry.

Angela's Teen Programs are beginning to take off. The library has struggled with reaching this group of patrons for years. Two Teen Advisory Board Meetings have been held and plans were made to write and present a proposal requesting a rock band performance in the library on an upcoming Sunday. Teens also made signs to publicize their March coffeehouse. Three teen boys are participating on the board, which is exciting as they are the hardest group of all to reach. A Teen Game Night was held. Clerk Elizabeth, who is a wonderful resource, assisted Angela. Through donation the library has acquired a GameCube system and 7 games that will be incorporated into teen programming.

Susan continues with outreach to Playscape and Head Start and is now conducting a separate story time for the Playscape toddlers since their needs are different than those of the older children. Susan and Angela work well as a team, and continue to come up with interesting program ideas for the children's department. Circulation of computer software seems to have increased since they have been moved to a more visible area. Angela made a sign so that they are more easily identified.

Wheatfield Library News

Rachael offered the last two sessions of Toddler Time and Lapsit Storytimes. She also visited the preschools and four classes at the elementary school and the monthly Head Start group. The big half-day activity for the month was the Make-it-Take-It program for elementary aged children. Children have the opportunity to participate in crafts while their parents attend parent-teacher conferences at the elementary school. 53 came out for that. Rachael and Carolynn and two teen volunteers handled this program. Parents appreciated this being offered for their children, and Rachael and Carolynn were pleased with how the projects worked out. They were tired afterwards!

Darlene DeVries presented a quilting program, featuring an Autograph Quilt. These quilts are nice for baby showers, anniversaries, or remembrances. The class was full for registration, but only 3 attended each of the two sessions. Darlene writes a column for the KV Post, and last week she thanked the DeMotte and Wheatfield Libraries for being open to hosting programs such as these to encourage arts and allow people to learn new skills.

Rachael held her first book discussion for grades 5-7, featuring the book Tangerine. Only two attended, but they really enjoyed it and want to meet again next month. Diana reports, "There are a few books for the December discussion for grades 8-12 already checked out, so hopefully there will be a bigger turnout for that one. For the group this month, Rachael had individually wrapped candy

orange slices to go along with the theme. I thought that was a clever idea as part of the discussion! I like the idea of getting younger people to discuss what they read, and really think about what the story was trying to say."

Work continues on the bowling alley. Most recently more walls were erected. Topsoil is being placed in several areas in the subdivision. Don Gear has shared that Bruce Shepherd, the person managing our wetland area, will be helping the town with a similar area. Diana is not certain where this area is located.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
December 2007

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance.

We recommend that the Accounting Practices for 2007 be adopted for 2008. Please refer to R 9.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 11.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2008 Salary Ordinance: Please refer to R 7. The 2008 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase and an 80 cent compression increase across classifications as approved at the December 2007 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1.5% increase. These are the basic terms of the Personnel Policy. If you approve the Consent Agenda items, you will approve the 2008 Salary Ordinance.

Policies for Review: Please see R 10. The Policy Committee recommends **If you approve the Consent Agenda items, you will approve changing the policy as noted.**

Workshop Requests: We have budgeted enough money for 2008 for 3 staff to attend Computers in Libraries and 3 staff and 1 Board member to attend PLA. Board approval is necessary for staff to attend workshops not sponsored by INCOLSA or ILF. If approved we will begin to make plans for these spring events. In addition we are requesting Board approval to send Susan Engelmann and Angela Barton, Rensselaer Children's Department Staff to Butler University's

Children's Literature Conference on January 26. This event is sponsored by the Indianapolis-Marion County Public Library and is a terrific continuing education opportunity for youth staff. The audience is typically an equal mix of librarians, teachers, and writers/illustrators from across the country. Conference participants attend presentations and concurrent sessions given by internationally known award-winning children's book authors and illustrators, as well as leaders in schools and libraries, renowned university professors and critics, and children's book editors and agents. In addition to conference sessions, conferees receive free publishers materials, attend the Kids Ink Conference Bookstore and may select optional manuscript critiques. Cost to attend is $85 per person. **If you approve the Consent Agenda items, you approve staff attending Computers in Libraries, PLA, and Butler University's Children's Literature Conference.**

General Business:

Salary Schedule Revision: The salary schedule that is a part of the Personnel Policy has been reviewed. Please see R 15 On this page you will find a copy or our current salary schedule along with a recommended salary schedule revision for implementation in 2008. The Library Board approved Long Range Plan states "The library will ensure salary and benefits are competitive. Director will periodically review salaries and benefits of area libraries, schools, and agencies in preparation for revision of the Personnel Policy." Research and review are complete and on R 15 you will find a recommendation for revision. To remain competitive and to ensure salaries keep up with inflation, it is important to review and revise this schedule annually. This revised salary schedule will be included in our Personnel Policy if adopted.

Oath of Office for Treasurer and Assistant Treasurer:

Our new Treasurer and Assistant Treasurer will take their oaths of office.

Fendig Painting: The Prairie Arts Council has requested permission to photograph our Fendig painting 'Peony' that hangs in the Rensselaer Library. As a fundraiser, the Council is photographing Fendig paintings around our community and creating a set of postcards that will be sold to raise money for the Council. The painting would be gone one day, taken to a local studio and photographed. They will not disassemble the painting, and the photography will take place sometime in April. I think it would be great for the library to allow this photography to occur but request a Board vote to approve.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 16. For the past two years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If,

after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

Good news! Due to our advance tax draw requests, we received a large portion of our tax revenue on December 28. We expect more to follow in February. This puts us in good financial shape for the start of the new year. We are relieved. I have alerted the Indiana Bond Bank that we will not be participating in their Advance Funding Program. We have no need to do so.

On December 11, 2007 the Indiana Commission on Local Government Reform released their report Streamlining Local Government. This 46 page report outlines some very specific recommendations for establishing a 'leaner, more effective' Indiana government. I have included a summary of the recommendations in your Board Packet. Please see R 17. Recommendations 18-20 are specifically geared to libraries. At this time these are only recommendations. No legislation has yet been passed, however, we will be watching the legislative sessions very closely this year to see what may happen.

The Indiana Librarian Certification Taskforce has proposed some new rules for Certification Requirements for Public Library Professionals. Please see R 18 for a summary. If these new rules are adopted, they could be enacted in the second quarter of 2008. We are a class B library.

In your packet you will find a copy of a publication entitled The Economic Impact of Libraries in Indiana. This is a very valuable marketing tool for public libraries. We are an important part of our communities, and this publication underscores our contribution and impact. Every $1 spent on Indiana public libraries yields $2.38 in direct benefits. Please see R 20. I see this as a valuable tool for writing our next Long Range Plan and for making presentations to the County Council or others.

We are set to launch self-checkout in February. You might remember that we funded half of this Technology Plan project through an LSTA mini-grant that we wrote and were awarded last year. Staff will begin training on February 4. We are very excited about this upcoming new service. Full service check-out will still be available for those who desire it.

Taking advantage of an end-of-the-year deal, we purchased Phone Tree with plans to implement in the first quarter of 2008. We discussed Phone Tree this past year during budget creation time. Phone Tree will allow us to notify patrons of overdue materials via an automated phone system. This will save us hundreds of dollars in postage each year. Patrons who cannot be reached via Phone Tree will receive traditional snail mailed notices. Phone Tree, which is a Technology Plan project, is a new trend in libraries and other businesses that have a regular need to contact their clientele.

Sue, Gail, and I attended the 2007 Budget Workshop coordinated by the State Library. Representatives from the State Board of Accounts and Department of Local Government Finance presented information. In addition an overview of the Annual Report process was presented. This is the report that I compile for the State Library annually. It is included in your Board Packet upon completion.

I spent a lot of time this month preparing Board packets for 2008 and preparing budget breakdowns for library staff.

System Administrator News

Sheila spent a good bit of this month wrapping up year-end purchases. She also spent a lot of time ordering and receiving all of the computer equipment necessary for the self-check project. She worked with Tech Logic to fill out a network readiness worksheet and plans to have computers configured and ready for Tech Logic to begin installation in early January. Sheila also updated the Network Troubleshooting procedure and Network Diagrams.

Sheila began gathering necessary information that she will use to calculate our USF discount percentage, created and presented Michelle's annual review, and discussed phone tree installation with Jen and Patty.

Sheila and Michelle worked on establishing a list of regular maintenance tasks for the servers. Michelle will begin testing backups of all servers and the PCCop database monthly. Sheila and Michelle also began adding their procedures and documents to the staff Intranet.

A variety of vexing technical issues needed attention this month but Sheila and Michelle have these matters well in hand. 31 service requests were opened and 25 closed this month.

Technical Services News

It has been a big year in Tech Services! Jen reports that her department added 10,680 items. She has been keeping statistics for 9 years now, and 2007 was JCPL's third best year. Along with cataloging, the technical services staff has kept busy maintaining our database, deleting over 9400 withdrawn items,

deleting over 6500 authority records, and updating over 2300 subject authority records. They also added fictitious character subject headings to over 700 records and moved thousands of items from one holding code to another. All of this hard work results in a well-maintained database that is very functional for both patrons and staff.

A TLC upgrade is scheduled for January 12. This will occur at the end of the business day on the 12th. We anticipate that we will be up and running again on Monday morning. Down time should be minimal. An upgrade will add new features to our circulation and cataloging modules and improve functionality. Staff is eagerly anticipating the upgrade. Upgrades are included in our annual maintenance costs.

Jen ran a patron purge utility this month, deleting 1050 patrons whose cards had a zero balance, no items out, were not responsible for other patrons, and had been expired for one year. Deleting expired patrons meeting these criteria leads to a cleaner, manageable, and more functional database. Even after deleting over 1000 patrons we still have more registered borrowers now than we did one year ago. This is an important annual task.

DeMotte Library News

New Children's Assistant Kat has created some new booklets and bookmarks to help patrons find materials and learn about programs. In addition she created a small informational packet to be sent out to preschools that plan to visit the library. The packet included terms to introduce them to, points of interest both in and outside the building, and frequently asked questions.

Over 200 people visited the library to meet with Santa and Mrs. Claus.

Brenda kept busy this month with final year end spending; creating and presenting annual evaluations for all staff; planning 2008 programs with Evie, Yvonne, Kat, and Kim; and working with our snow removal personnel on snow removal guidelines.

Brenda reports that 2007 has been exciting, as she and her staff have worked hard to build a team that will better serve their community. Numbers of registered patrons continue to grow, and Brenda senses the community is growing by leaps and bounds. The year ended with the wonderful blessing of Evie's baby, Kylie Grace, being born on December 21. Brenda looks forward to working with the awesome team at the DeMotte Library in 2008.

Rensselaer Library News

Linda reports that her staff enjoyed the Rensselaer staff Christmas party very much. She and her staff thank the Board for allowing them to have this time

are looking forward an even bigger impact on the residents of Wheatfield and surrounding areas.

Regarding construction around the library, the roof is being placed on the bowling alley and more stone has been put around the public doors. Digging continues in the subdivision and a foundation has appeared.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

QUILL®

REPORT COVERS

BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40409

PRESSBOARD

QUILL CORPORATION
GENERAL OFFICES, LINCOLNSHIRE, IL 60069-3621
LINCOLNSHIRE, IL • ONTARIO, CA • TORONTO CANADA